



LOXAHATCHEE RIVER DISTRICT

2500 JUPITER PARK DRIVE, JUPITER, FLORIDA 33458

TEL: (561) 747-5700

FAX: (561) 747-9929

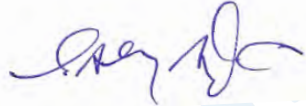
D. Albrey Arrington, Ph.D. EXECUTIVE DIRECTOR

loxahatcheeriver.org

AGENDA
REGULAR MEETING #10-2022
AUGUST 18, 2022 – 7:00 PM AT DISTRICT OFFICES
ALSO, THE MEETING WILL BE AVAILABLE TO THE PUBLIC ONLINE AT:
LOXAHATCHEERIVER.ORG/PUBLICMEETING

1. Call to Order & Pledge of Allegiance
2. Administrative Matters
 - A. Roll Call
 - B. Previous Meeting Minutes [Page 3](#)
 - C. Additions and Deletions to the Agenda
3. Comments from the Public
4. Status Updates
 - A. Loxahatchee River Watershed [Page 8](#)
 - B. Loxahatchee River District Dashboard [Page 9](#)
5. Consent Agenda (see next page) [Page 10](#)
6. Regular Agenda
 - A. Consent Agenda Items Pulled for Discussion
 - B. Draft FY2023 Budget [Page 40](#)
 - C. Lift Station Control Panel Replacement and Telemetry [Page 71](#)
Installation - Professional Engineering Services
 - D. Rule Chapter 31-5 [Page 72](#)
7. Reports (see next page) Pulled for Discussion
8. Future Business [Page 131](#)
9. Board Comments
10. Adjournment

“...if a person decides to appeal any decision made by the Board, with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.”

Submitted by: 
Date: August 5, 2022

James D. Snyder
CHAIRMAN

Gordon M. Boggie
BOARD MEMBER

Stephen B. Rockoff
BOARD MEMBER

Dr. Matt H. Rostock
BOARD MEMBER

5. CONSENT AGENDA

All items listed in this portion of the agenda are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a Board member or citizen; in which event, the item will be removed and considered under the regular agenda.

- A. Island Way Property Notice of Intent to Assess (Res. 2022-06) [Page 11](#)
- B. Policy to Reconcile Underbilling and Overbilling – to approve policy [Page 19](#)
- C. Administrative Credits – to approve credits [Page 22](#)
- D. Audit Services Contract – to approve renewal [Page 27](#)
- E. Fixed Asset Disposal – to approve disposal [Page 37](#)
- F. Change Order – to approve change order [Page 38](#)

7. REPORTS

- A. Neighborhood Sewering [Page 79](#)
- B. Legal Counsel's Report [Page 81](#)
- C. Engineer's Report [Page 85](#)
- D. Busch Wildlife Sanctuary [Page 91](#)
- E. Director's Report [Page 92](#)



LOXAHATCHEE RIVER DISTRICT

2500 JUPITER PARK DRIVE, JUPITER, FLORIDA 33458

TEL: (561) 747-5700

FAX: (561) 747-9929

D. Albrey Arrington, Ph.D. EXECUTIVE DIRECTOR

loxahatcheeriver.org

MEMORANDUM

TO: Governing Board
FROM: Recording Secretary
DATE: August 18, 2022
RE: Approval of Meeting Minutes

Attached herewith are the minutes of the Regular Meeting of July 21, 2022. As such, the following motion is presented for your consideration:

“THAT THE GOVERNING BOARD approve the minutes of the July 21, 2022 Regular Meeting as submitted.”

James D. Snyder
CHAIRMAN

Gordon M. Boggie
BOARD MEMBER

Stephen B. Rockoff
BOARD MEMBER

Dr. Matt H. Rostock
BOARD MEMBER

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
REGULAR MEETING - MINUTES
JULY 21, 2022

1. CALL TO ORDER

Chairman Snyder called the Regular Meeting of July 21, 2022 to order at 7:10 PM and explained the various methods of attending the meeting (in person, electronically or telephonically).

2. ADMINISTRATIVE MATTERS

A. ROLL CALL

The following Board Members were in attendance:

Mr. Rockoff
Mr. Snyder
Dr. Rostock

Staff Members in attendance were Dr. Arrington, Mr. Dean , Mr. Howard, Ms. Fraraccio, Mr. Pugsley, and Ms. Marshall .

Consultants in attendance were Mr. Curtis Shenkman and Mr. Hunter Shenkman from Shenkman Law, P.A., Rebecca Travis, Baxter & Woodman (via GotoWebinar), and Lisa Wynn from Busch Wildlife

Board Member candidates Mr. Akhil Chhabra, Ms. Mary Ann Hartman, and Mr. Clinton Yerkes were in attendance and Mr. Kevin Baker attended the meeting electronically.

B. PREVIOUS MEETING MINUTES

“THAT THE GOVERNING BOARD approve the minutes of the June 16, 2022 Regular Meeting and of the June 28, 2022 9278 Indiantown Road Workshop as submitted.”

MOTION: Made by Mr. Rockoff, Seconded by Dr. Rostock,
Passed Unanimously.

C. ADDITIONS & DELETIONS TO THE AGENDA

Delete item 6B

3. COMMENTS FROM THE PUBLIC

No comments from the public were received.

4. STATUS UPDATES

A. LOXAHATCHEE WATERSHED STATUS

Mr. Howard presented preliminary results from ongoing Bacteria Microcosm Studies being conducted by the Wildpine Lab.

B. LOXAHATCHEE RIVER DISTRICT DASHBOARD

Dr. Arrington reviewed the District Dashboard.

5. CONSENT AGENDA

MOTION: Made by Dr. Rostock, Seconded by Mr. Rockoff,
Passed unanimously.

“THAT THE GOVERNING BOARD approve the Consent Agenda of July 21, 2022 as presented.”

The following motions were approved as a result of the Board’s adoption of the Consent Agenda:

A. Simplex Low Pressure Pump Stations ITB # 22-11-00121 – Recommendation of Award

“THAT THE DISTRICT GOVERNING BOARD award ITB 22-11-00121 to Joseph G. Pollard Co., dba Pollardwater.com in the amount of \$84,626.74.”

B. Fixed Asset Disposal – to approve disposal

“THAT THE GOVERNING BOARD authorize the Executive Director to dispose of the items from aggregated assets listed in the schedule above in accordance with the District’s Disposal of Surplus Tangible Personal Property Policy.”

C. Change Orders to Current Contracts – to approve modifications

C1 - 0-007-WWRECGENCONST: Wastewater & Reclaimed Water General Construction Services – Reauthorize Contract

“THAT THE DISTRICT GOVERNING BOARD reauthorize the lift station rehabilitation general construction services contract with Hinterland Group, Inc. in the amount not to exceed \$ 500,000.00.”

C2 - 18-005-LSGENCONSTR: Lift Station Rehabilitation General Construction Services -Reauthorize Contract

“THAT THE DISTRICT GOVERNING BOARD reauthorize the wastewater and reclaimed water general construction services contract with Hinterland Group, Inc. in the amount not to exceed \$ 400,000.00.”

6. REGULAR AGENDA

A. CONSENT AGENDA ITEMS PULLED FOR DISCUSSION

C. Draft FY2023 Budget

Dr. Arrington reviewed the draft budget figures and noted the impact inflation is having on our budget projections. Staff discussed projections for revenue, operating expenses, capital projects and specifically reviewed all budgeted capital projects with a budgeted value of \$200,000 or more for FY2023.

7. REPORTS

The following reports stood as written.

A. NEIGHBORHOOD SEWERING

B. LEGAL COUNSEL’S REPORT

C. ENGINEER’S REPORTS

D. BUSCH WILDLIFE SANCTUARY

Ms. Lisa Wynne presented the Busch Wildlife Sanctuary report and confirmed that the sanctuary relocation to their property in Jupiter Farms is on schedule.

E. DIRECTOR’S REPORT

8. FUTURE BUSINESS

Dr. Arrington reviewed Future Business.

9. COMMENTS FROM THE BOARD

Mr. Snyder asked Dr. Arrington to review with the other board members where he stands with meeting his annual goals, and Dr. Arrington gave a brief status update on each of his enumerated goals for the current year.

10. ADJOURNMENT

MOTION: Made by Mr. Rockoff, Seconded by Dr. Rostock,
Passed Unanimously.

“That the Regular Meeting of July 21, 2022 adjourns at 8:16 PM.”

BOARD CHAIRMAN

BOARD SECRETARY

RECORDING SECRETARY

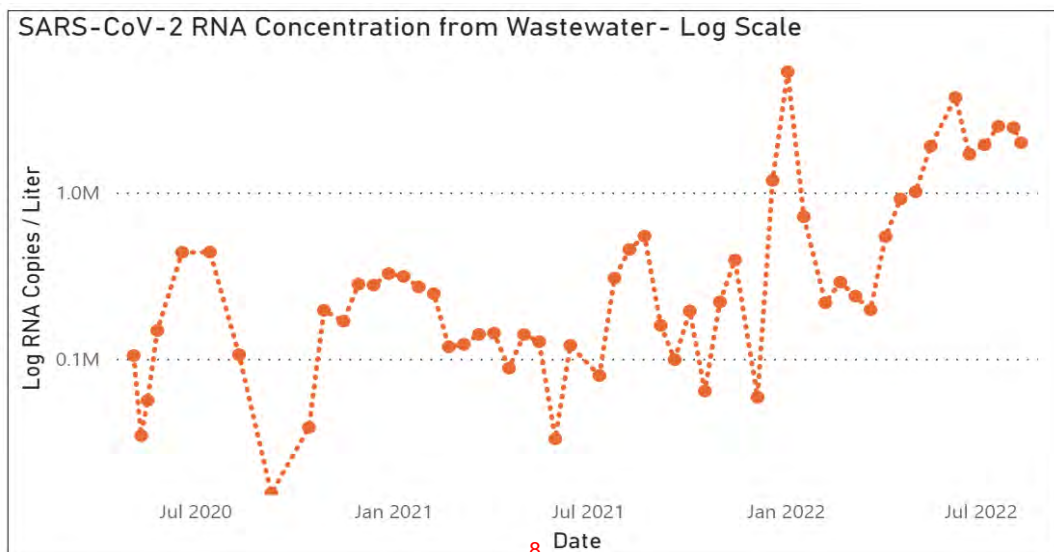
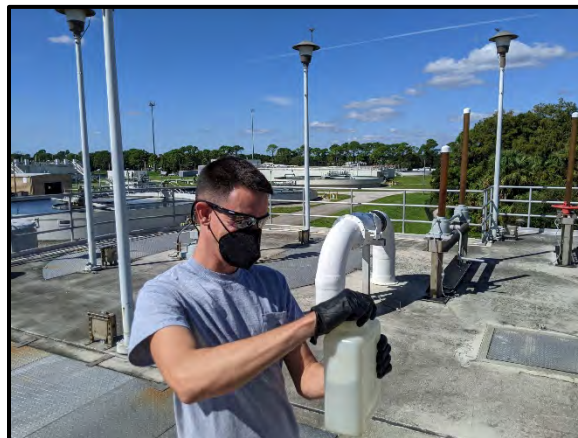


Loxahatchee River Watershed Status Update on Wastewater Surveillance for SARS-CoV-2/Covid-19

Since May 2020 the District has been conducting Wastewater Surveillance for SARS-CoV-2/Covid-19. This work has received extensive media coverage and, based on feedback, is greatly appreciated by the community.


We are excited to announce that the Loxahatchee River District's Wastewater Surveillance program has been accepted into the CDC's National Wastewater Surveillance System (NWSS). The CDC program will now fund the analysis of samples collected twice weekly, compared to the twice monthly testing the District funded program provided.

At our meeting we will discuss this, and another potential partnership, in our wastewater surveillance program.



LOXAHATCHEE RIVER DISTRICT'S EXECUTIVE DASHBOARD



		Stewardship	Pre-Treatment	Collection & Transmission		Wastewater Treatment			Reclaimed Water	EHS	General Business					River Health		
		# People educated at RC	Grease Interceptor Inspections	Customer Service	Unauthorized Discharge of Sewage	Mean Daily Incoming Flow	Permit exceedance	NANO Blend to Reuse (@ 511)	Delivery of Reclaimed Water	Employee Safety	Cash Available	Revenue (excluding assessment & capital contrib.)	Operating Expenses	Capital Projects		Minimum Flow Compliance	Salinity @ NB seagrass beds	River Water Quality
Units		% of Target	% requiring pump out	# blockages with damage in home	Gallons; # impacting surface waters	million gallons/day	# occurrences	Max Specific Conductance (umhos/cm)	# days demand not met	# of OSHA recordable injuries	\$	% of Budget	% of Budget	% within budget	average # days ahead (behind) schedule	# Days MFL Violation	‰	Fecal Coliform Bacteria (cfu/100ml)
Green Level		≥ 90%	≤ 15	Zero	<704; 0	< 7.7	Zero	<1542	<2	Zero	≥ \$9,894,657	≥ 95%	≥ 85% but ≤ 105%	≥80%	≥ (30)	0	min ≥ 20 ‰	≤ 1 site > 200
Yellow		< 90%	≤ 25	1	≤1,500; 0	< 8.8	1	≤1875	≥ 2	-	< \$9,894,657	≥ 90%	≥ 80%	≥60%	< (30)	1	min ≥ 10 ‰	≤ 3 sites >200
Red		<75%	> 25	≥ 2	>1,500; ≥1	≥ 8.8	≥ 2	>1875	≥ 9	≥ 1	< \$5,557,057	< 90%	< 80% or > 105%	< 60%	< (60)	≥ 2	min < 10 ‰	≥ 4 sites > 200
2019 Baseline		100%	9	1	8,022	6.8	0	1,229	1	0.3	\$ 35,137,006	100%	89%	95%		2	22.9	1
2020 Baseline		34%	8	0	3,292	7.2	0	1,183	1	0.3	\$ 35,350,661	100%	90%	91%	-15	7	14.6	2
2021 Baseline		113%	16	0.3	1,130	7.1	0	1,294	2	0.2	\$ 40,651,532	97%	89%	79%	-34	0	24.3	3
2021	July	205%	10	0	266; 0	6.6	0	1,336	0	0	\$ 40,444,121	95%	94%	76%	(27)	0	27.2	2
	Aug	160%	14	1	2,060; 0	6.9	0	1,243	0	0	\$ 42,047,326	95%	89%	76%	(42)	0	16.9	5
	Sept	192%	11	0	357; 0	6.8	0	1,300	1	0	\$ 40,450,479	95%	86%	76%	(61)	0	17.2	6
	Oct	77%	18	0	1,050; 1	7.0	0	1,221	0	0	\$ 40,516,049	94%	100%	79%	(55)	0	19.3	6
	Nov	75%	12	0	565; 0	7.4	0	1,164	0	1	\$ 42,924,083	97%	91%	81%	(49)	0	9.9	3
	Dec	67%	12	0	1,500; 0	7.3	0	1,021	0	0	\$ 42,827,478	106%	98%	78%	(55)	0	18.6	0
2022	Jan	65%	16	0	25; 0	7.3	0	1,154	0	0	\$ 42,677,604	103%	95%	77%	(42)	0	27.9	4
	Feb	79%	8	0	225; 0	7.3	0	1,383	0	0	\$ 44,675,863	101%	94%	80%	(54)	0	30.2	3
	Mar	91%	12	0	241; 0	7.2	0	1,384	0	0	\$ 44,151,634	100%	93%	80%	(59)	0	24.0	2
	Apr	104%	22	1	217; 0	7.1	0	1,296	0	0	\$ 44,230,248	103%	93%	83%	(62)	0	29.3	4
	May	55%	13	0	13; 0	6.5	0	1,312	1	0	\$ 46,067,857	102%	92%	81%	(39)	16	31.8	2
	June	86%	14	0	17; 0	6.6	0	1,249	1	0	\$ 44,902,557	101%	91%	81%	(36)	0	20.6	4
	July	95%	8	0	310; 0	6.2	0	1,245	7	0	\$ 44,247,503	102%	93%	81%	(52)	0	26.9	4
Consecutive Months at Green		1	3	3	7	158	15	142	12	8	155	9	16	6	0	2	7	0
Metric Owner		O'Neill	Pugsley	Dean	Dean	Pugsley	Pugsley	Pugsley	Dean	Horchar	Fraraccio	Fraraccio	Fraraccio	Dean	Dean	Howard	Howard	Howard

Metric

Reclaimed Water

Capital Projects (time)

River Water Quality

Explanation

Distribution of IQ Water was impacted on July 14 when a directional drill contractor broke our IQ Water force main on the north end of Loxahatchee River Rd and impacted deliveries to the northern golf courses we serve. Also, our planned work to improve operational flexibility of our IQ System via improved interconnections with B Structure constrained IQ Water deliveries on 6 days (Jul 18-20 and 26-28).

Our Capital Program schedule slipped through July with confirmed delays for Lift Station 082 Conversion, Rolling Hills Gravity Sewer and Headworks Generator Installation. Improvement should result through August with award of the Control Panel Replacement professional engineering services contract and execution of Change Orders for the above referenced projects. See Kris' report for more information.

High fecal coliform bacteria (>200 cfu/100 ml) were observed at Stations 65 (NW Fork @ Kitching Creek mouth), 67 (NW Fork @ Trapper Nelson's dock), 72 (SW Fork @ Loxahatchee River Rd bridge), and 100 (NW Fork @ Cypress Creek mouth). See Bud's report for additional details.



LOXAHATCHEE RIVER DISTRICT

2500 JUPITER PARK DRIVE, JUPITER, FLORIDA 33458

TEL: (561) 747-5700

FAX: (561) 747-9929

D. Albrey Arrington, Ph.D. EXECUTIVE DIRECTOR

loxahatcheeriver.org

MEMORANDUM

TO: Governing Board
FROM: Administration Staff
DATE: August 12, 2022
SUBJECT: Consent Agenda

All items listed below are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a Board Member or citizen, in which event, the item will be removed and considered under the regular agenda.

This month's consent agenda consists of the following items:

- A. Island Way Property Notice of Intent to Assess (Res. 2022-06)
- B. Policy to Reconcile Underbilling and Overbilling – to approve policy
- C. Administrative Credits – to approve credits
- D. Audit Services Contract – to approve renewal
- E. Fixed Asset Disposal – to approve disposal
- F. Change Order – to approve change order

Should you have any questions regarding these items, I would be pleased to discuss them further with you.

The following Motion is provided for Board consideration:

“THAT THE GOVERNING BOARD approve the Consent Agenda of August 18, 2022 as presented.”

Signed
D. Albrey Arrington, Ph.D.
Executive Director

James D. Snyder
CHAIRMAN

Gordon M. Boggie
BOARD MEMBER

Stephen B. Rockoff
BOARD MEMBER

Dr. Matt H. Rostock
BOARD MEMBER

**CURTIS L.
SHENKMAN**
*Board Certified
Real Estate Attorney*

**Hunter C.
SHENKMAN**
Attorney

CURTIS SHENKMAN, P.A.
ATTORNEY & COUNSELOR AT LAW
4400 PGA BLVD, SUITE 300
PALM BEACH GARDENS, FL 33410
CURTIS@PALMBEACHLAWYER.LAW

LEGAL ASSISTANTS
JUDY MONTEIRO
DENISE B. PAOLUCCI
KRISTY SANTORO

Sent by email July 21, 2022

D. Albery Arrington, PhD., Executive Director
Loxahatchee River Environmental Control District
2500 Jupiter Drive
Jupiter, Florida 33458-8964

Re: Initial Resolution for 28-40-42-000-000-00040-1 Assessment Area

Dear Dr. Arrington:

Per your request, please attach to this letter the Pending Lien Notice, Notice of Intent to Assess, Resolution 2022-06, the PROPOSED "Exhibit B Description of Improvements", "Exhibit B Map of the Assessment Area", and preliminary List of the Property Owner.

A **SUGGESTED MOTION** for the Board to consider is:

"THAT THE GOVERNING BOARD approve Resolution 2022-06 the NOTICE OF INTENT to Assess, the Pending Lien Notice, and the Exhibits for the **28-40-42-000-000-00040-1** Assessment Area."

I will bring the originals to be signed at the Governing Board meeting, and leave them for the District to electronically record in the Public Records.

Sincerely,

Curtis L. Shenkman

Curtis L. Shenkman

RETURN TO:
Curtis L. Shenkman, Esquire
Curtis Shenkman, P.A.
4400 PGA Blvd, Suite 300
Palm Beach Gardens, Florida 33410

PENDING LIEN NOTICE
PCN:28-40-42-000-000-00040-1 ASSESSMENT AREA

THE LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT, a special district of the State of Florida, created in 1971 and existing pursuant to Chapter 2002-358, Laws of Florida (hereinafter referred to as the “District”, hereby clarifies the lien status of the “Notice of Intent to Assess” attached hereto and made a part hereof (referred to as the “Pending Lien”).

The Pending Lien shall not be considered certified, confirmed or ratified until such time as the passage of the Final Assessment Roll Resolution of the District.

The intention of the District in publishing this Pending Lien Notice is to assist the property owners who may be selling or refinancing their property and parties who may be placing a mortgage on their property to do so knowing that the District is not seeking the payment of any funds on the Pending Lien until the non-ad valorem tax bill is issued for the property on the date set forth in the Final Assessment Roll Resolution of the District.

Any inquiries as to the Pending Lien and the timing for the Final Assessment Roll Resolution and payment of said special assessments should be directed to:

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
2500 Jupiter Park Drive
Jupiter, Florida 33458
Phone: (561) 747-5700

IN WITNESS WHEREOF, the undersigned, Executive Director of the Loxahatchee River Environmental Control District, herein certifies that on this 18th day of August, 2022, the information contained herein is true and accurate.

WITNESSES: LOXAHATCHEE RIVER ENVIRONMENTAL
CONTROL DISTRICT

By: _____
D. Albrey Arrington, Ph.D.
EXECUTIVE DIRECTOR
[DISTRICT SEAL]

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this 18th day of August, 2022, by D. Albrey Arrington, EXECUTIVE DIRECTOR of the LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT, a special district of the State of Florida, on behalf of the District, personally known to me.

(NOTARY SEAL)

NOTARY PUBLIC, STATE OF FLORIDA

RETURN TO:
Loxahatchee River District
2500 Jupiter Park Drive
Jupiter, FL 33458

**NOTICE OF INTENT TO ASSESS
PCN: 28-40-42-000-000-00040-1 ASSESSMENT AREA**

THE LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT, a special district of the State of Florida (the “District”) **created in 1971 and existing pursuant to Chapter 2002-358, Laws of Florida**, (the “Act”), hereby gives public notice that the District’s Governing Board on the 18th day of August, 2022, passed Resolution **2022-06**, authorizing the construction of certain local sewer improvements as further described in said Resolution **2022-06**, which is attached hereto as Exhibit “A”. It is the intent of the District to assess the owners of property specially benefited by such sewer improvements, which property is further described on the attached **Exhibit “B”**, and to apportion the District’s costs for the total expenses related to the design and construction of said improvements, based upon each owner’s proportionate share of said costs determined upon a square footage basis, or by other methods as the Governing Board may deem fair and equitable, pursuant to the Act and Rules of the District, as same may be amended from time to time hereafter.

Any inquiries to the District’s progress in completing certification of said assessments should be directed to:

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT
2500 Jupiter Park Drive
Jupiter, Florida 33458

IN WITNESS WHEREOF, the undersigned, Executive Director of the Loxahatchee River Environmental Control District, hereby certifies on this 18th day of August, 2022, that the information contained herein is true and accurate.

WITNESSES:

D. Albrey Arrington, Ph.D.
Executive Director

STATE OF FLORIDA
COUNTY OF PALM BEACH

SWORN TO and subscribed before me by means of physical presence this 18th day of August, 2022, by D. Albrey Arrington, EXECUTIVE DIRECTOR of the LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT, who is personally known to me.

(NOTARY SEAL)

NOTARY PUBLIC, STATE OF FLORIDA

RESOLUTION 2022-06

A RESOLUTION OF THE LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT RELATING TO **PCN: 28-40-42-000-000-00040-1** ASSESSMENT AREA IMPROVEMENTS IN ACCORDANCE WITH DISTRICT RULE 31-11; STATING THE NATURE OF THE PROPOSED IMPROVEMENTS; DESIGNATING THE STREETS TO BE IMPROVED; DESIGNATING THAT PLANS, SPECIFICATIONS, AND A TENTATIVE APPORTIONMENT BE PREPARED; PROVIDING FOR THE AVAILABILITY OF PLANS AND SPECIFICATIONS AND FOR THE PREPARATION OF THE PRELIMINARY SPECIAL ASSESSMENT ROLL; PROVIDING FOR DECLARING LINE AVAILABLE FOR CONNECTION; PROVIDING FOR CONSISTENCY; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Governing Board of the Loxahatchee River Environmental Control District (hereinafter called the “District”) has considered the need for improvements to the **PCN: 28-40-42-000-000-00040-1** Assessment Area (the “Area”) in Martin County, Florida;

WHEREAS the District shall construct and declare available sewerage collection lines and related appurtenances comprising a localized District sewer system in the Area as an Established Residential Neighborhood based upon the Governing Board’s determination of any of the following:

- (1) n/a; or
- (2) that a reasonable alternative to the septic tanks exists for the treatment of the sewerage, taking into consideration factors such as cost; or
- (3) the discharge from the septic tanks is adversely affecting the health of the user or the public, or the groundwater or surface water is degraded; or
- (4) to enhance the environmental and scenic value of surface waters.

WHEREAS, the Governing Board has considered the facts, evidence, and presentations of the District Engineer, District staff and consultants as to the need for sanitary sewers in the Area and considered such recommendations to be in accordance with the above referenced Criteria of the “Ellis Rule” as well as in the best interests of the citizens of the District and the citizens of this Area.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE DISTRICT, THAT:

Section 1. Title:

This Resolution shall be known as the Resolution Authorizing the Project known as “**PCN: 28-40-42-000-000-00040-1**” Assessment Area Improvements”.

Section 2. Nature of Improvements:

The project improvements shall consist of the construction of a waste water and sewage system within lands under the jurisdiction of the District. The proposed improvements performed shall generally consist of those set forth on Composite Exhibit “B”.

Section 3. Designation of Streets to be Improved:

The streets included within the **PCN: 28-40-42-000-000-00040-1** Assessment Area Improvements are set forth on Composite Exhibit “B”.

Section 4. Plans, Specifications and Tentative Apportionment:

Upon adoption of this Resolution, The District Engineers and staff shall prepare plans, specifications and estimated total costs of such proposed improvements, together with a tentative apportionment of such costs between the District and individual parcels of property receiving special benefits pursuant to the improvements.

Section 5. Public Inspection:

The Plans, Specifications and tentative apportionments for the **PCN: 28-40-42-000-000-00040-1** Assessment Area Improvements shall be available for inspection in the Office of the Executive Director,

Loxahatchee River Environmental Control District, 2500 Jupiter Park Drive, Jupiter, Florida 33458. The District's Engineer shall make available said plans and specifications prepared incident thereto, for inspection in the Office of the District's Engineer.

Section 6. Assessment Roll:

The District Clerk is directed to prepare a Preliminary Assessment Roll based upon this Resolution, District Rule 31-11, and the District Engineer's tentative apportionment, and to make publication of notice in newspapers in Martin and Palm Beach Counties, together with notice mailed to those interested parties and affected property owners requesting such in writing, in accordance with the requirements of District Rule 31-11.

Section 7. Availability for Connection and Required Connection:

The waste water and sewerage system shall be "Available" for connection in accordance with District Rule 31-3.003(3) and Florida Statutes 381.0065(2)(a) when the Florida Department of Health releases the system for service, which is the date of actual "Availability". In accordance with Florida Statutes 381.00655, the affected property owners shall be required to connect to the sewerage system within one (1) year of the actual Availability.

Section 8. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 9. In the event that any portion of this Resolution is found to be unconstitutional or improper, it shall be severed herefrom and shall not affect the validity of the remaining portions of this Resolution.

Section 10. This Resolution shall become effective upon its passage and adoption.

PASSED AND ADOPTED BY THE GOVERNING BOARD OF THE LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT, THIS 18th DAY OF AUGUST, 2022.

LOXAHATCHEE RIVER ENVIRONMENTAL CONTROL DISTRICT

VOTE

JAMES D. SNYDER

GORDON M. BOGGIE

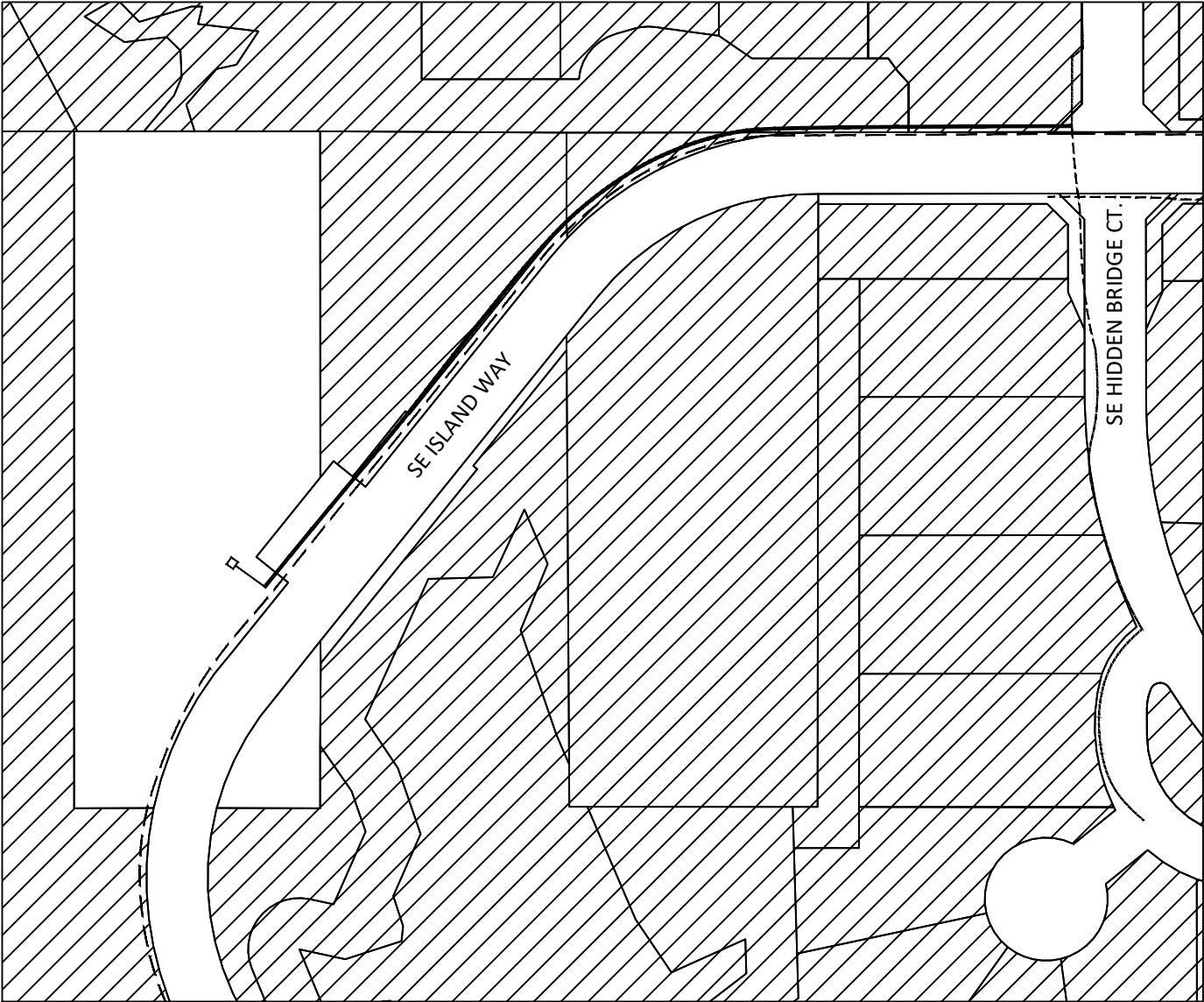
STEPHEN ROCKOFF

DR. MATT H. ROSTOCK

EXHIBIT "B"

SFR LOT - ISLAND WAY

LOW PRESSURE SEWER SYSTEM



LEGEND

- EXISTING 8" FORCE MAIN
- EXISTING 3" FORCE MAIN
- EXISTING 2" LOW PRESSURE MAIN
- PROPOSED 2" LOW PRESSURE MAIN
- NEW LOW PRESSURE SERVICE BOX
- ▨ NOT IN ASSESSMENT AREA

“EXHIBIT B”

PROPOSED SEWER SERVICE ASSESSMENT AREA

PCN: 28-40-42-000-000-00040-1 ASSESSMENT AREA

The property to be provided sewer service is located within Section 28, Township 40 South, Range 42 East, Island Way, Martin County, Florida and lies in the following general location:

± 980 LF. west/southwest from the intersection of SE Hidden Bridge Court and SE Island Way, on the northwest & southeast sides of SE Island Way.

The approximate quantity of materials required to complete the project are:

1	Service
1	Low Pressure Pumping Unit
±	1,000 LF. Low Pressure Force Main

Mr. & Mrs. James Dloughy
2925 PGA Blvd Ste 204
Palm Beach Gardens, FL 33410
re: XXXX SE Island Way, Jupiter, FL 33____ (Address to be assigned during construction)
28-40-42-000-000-00040-1



LOXAHATCHEE RIVER DISTRICT

2500 JUPITER PARK DRIVE, JUPITER, FLORIDA 33458

TEL: (561) 747-5700

FAX: (561) 747-9929

D. Albrey Arrington, Ph.D. EXECUTIVE DIRECTOR

loxahatcheeriver.org

MEMORANDUM

To: Albrey Arrington, Ph. D., Executive Director
From: Bud Howard, Director of Information Services
Date: August 11, 2022
Subject: Policy to Reconcile Undercharges and Overcharges

This is a request for the Board's approval of a new policy to specify the principal of action for managing overcharges and undercharges of District rates, fees, and charges.

For our residential customers we typically bill quarterly sewer service by the number of toilets in the home. For commercial accounts, our primary billing method is to compute the sewer charges based on the amount of water consumption based on data that we receive from the local municipality. The secondary billing method for commercial customers, if no appropriate water data is available, is to bill a flat rate based on the number of toilets. Occasionally there can be errors in computing bills because of a discrepancy in toilet counts for residential properties, or for commercial customers, incorrect water meter assignments or flat rate billing when water data is available.

During a recent review of our accounts, we discovered five commercial accounts that were configured for billing by flat rate, but there is water data available for these properties. For two of these properties this misconfiguration has been in place for over 10 years and the difference in sewer service charges is significant between the flat rate and water consumption methods. We have implemented additional procedures to further reduce the likelihood for this type of error in the future.

In determining the appropriate credit/refund we realized we needed a clear policy to address the reconciliation of overcharges and undercharges. A particular issue was to determine how far back in time do we compute overcharges and back bill undercharges.

Following a review of similar policies from our sister utilities and the rules of Florida, we have developed the attached policy for the Board's consideration. This policy strives to be 1) fair to the customer and the District, 2) consistent with comparable policies in Statute, and 3) provides very clear procedures compared to the policies of other utilities.

Two key elements of this policy are 1) overcharges are computed back to the date of the error, ownership, or available records (typically 10-12 years), whichever is less; and 2) for undercharges we begin billing the correct amount for the current unpaid bill and subsequent billing periods. In our experience, attempting to back bill customers is tenuous because of uncertainties of when changes occurred (e.g., addition of a toilet). We believe this proposed policy will be most effective.

Therefore, staff offers the following motion for consideration:


"THAT THE DISTRICT GOVERNING BOARD approves the attached Policy To Reconcile Undercharges and Overcharges with an effective date of August 18, 2022."

Gordon M. Boggie
CHAIRMAN

Stephen B. Rockoff
BOARD MEMBER

Dr. Matt H. Rostock
BOARD MEMBER

James D. Snyder
BOARD MEMBER

	LOXAHATCHEE RIVER DISTRICT	Doc No:	LRD-POL-IS-12.00
		Effective Date	8/18/2022
		Revision History:	
Author: Bud Howard, Albrey Arrington		Revision No.	
		Expiration Date:	None
Issuing Department: Customer Service		Page:	Page 1 of 2

POLICY TO RECONCILE UNDERCHARGES AND OVERCHARGES

Purpose

To specify the principal of action for managing overcharges and undercharges of District rates, fees, and charges.

Policy

When an Owner has been overcharged or undercharged the District will credit or back bill the current property owner as follows:

1. Overcharges – a credit shall be computed back to, but not beyond, such date of error, ownership, or based on available records, whichever is less.
2. Undercharges – shall begin billing the correct amount for the current (unpaid) bill and subsequent billing periods.
3. The computation of credits and debits will not include earned interest.

Approvals: Division Director, the Executive Director if over \$1,000, and the Governing Board if over \$10,000.

Relevant Policies & Rules: LRD-POL-IS-03.00 Initiate Sewer Service Charges Policy; LRD-POL-IS-09.00 Delinquent Account Payment Plan Policy; LRD Rules Chapter 31-10 and 31-1, especially 31-10.009(8) and 31-1.008; FAC 25-6.106.

Exceptions

1. If an Owner knowingly misreports information (ex. toilet counts), or in the event of unauthorized or fraudulent use of service or meter tampering, that results in a underbilling, the District will back bill the Owner to the time of misinformation or taking ownership, whichever is less. The computation of the bills will be based on most appropriate information and may include estimates of water consumption based on the customer's past or future consumption. Governing Board approval must be obtained on any potential back-bill exceeding \$10,000.
2. The mechanism for an Owner to formally protest the outcome of this policy is LRD Rule 31-10.009(8) Administrative Credit and 31-1.008 Quasi-Judicial Hearing Procedures.

Relevant Procedures

1. Upon discovery of an error by the District or upon written notification by the Owner, District Customer Service staff shall correct the error for the current (unpaid) bill and subsequent billing periods, and provide written notification of the change to the Owner.
2. Customer Service staff shall prepare a report showing the actual bill, corrected bill and any credits or debits for each quarter affected, and the cumulative credit or debit to the Owner. This report shall be reviewed and approved by the Division Director, the Executive Director if over \$1,000, and the

Authority: Chapter 31-10

Date Approved by Governing Board: 8/18/2022

Governing Board if over \$10,000. The report shall be provided to the Owner to explain the credit or debit provided and attached to the account information in the customer information system. The computation of credits and debits will not include earned interest.

3. Following approval, the credit or debit will be applied to the account through the adjustment process. For credits over \$100, the District will issue a refund check if requested by the Owner. For debits, the District will issue a revised bill to the customer.

Applicability: Customer Service

Policy Questions: Questions regarding this policy should be directed to the author(s) listed above.



LOXAHATCHEE RIVER DISTRICT

2500 JUPITER PARK DRIVE, JUPITER, FLORIDA 33458

TEL: (561) 747-5700

FAX: (561) 747-9929

D. Albrey Arrington, Ph.D. EXECUTIVE DIRECTOR

loxahatcheeriver.org

MEMORANDUM

To: Albrey Arrington, Ph. D., Executive Director
From: Bud Howard, Director of Information Services
Date: August 11, 2022
Subject: Administrative Credits – Two Properties

This is a request for the Board's approval of Administrative Credits for Account 1349700 in the amount of \$24,118.91 and Account 1389300 in the amount of \$19,182.53.

For commercial accounts, our primary billing method is to compute the sewer charges based on the amount of water consumption based on data that we receive from the local municipality. The secondary billing method for commercial customers, if no appropriate water data is available, is to bill a flat rate based on the number of toilets. Occasionally there can be errors in computing bills because of flat rate billing when water data is available or incorrect water meter assignments.

During a recent review of our accounts, we discovered 5 commercial accounts (of 1,553) that were configured for billing by flat rate, but there is water data available for these properties. The two accounts addressed here had significant discrepancies in the actual versus corrected bills. The other three accounts have overcharges well below threshold requiring Board approval and will be corrected following Board approval of the Policy to Reconcile Undercharges and Overcharges. We have implemented additional procedures to further reduce the likelihood for this type of error in the future.

For the first property (PCN 60434030030020080, Account 1349700) we have billed a flat rate for the full extent of our records dating back to 2011. On May 30, 2014, there was a note added to the account indicating it should be changed to billing by water consumption, but this change was not made.

On the second property (PCN 30434031030040011) there are four buildings on the property (Accounts 1389300, 3024600, 1428900, and 3024500). One building (#1) was billed flat rate and another building (#4) had the incorrect water meter assignment, also for the full extent of our records. There were no issues with the other two buildings (#2 and #3) on this property.

To be consistent with our proposed policy for the Board's consideration this month, and a comparable rule in Florida Administrative code for the Public Services Commission, we propose to credit these accounts based on available records that allow us to compute the bills back to first quarter 2012 as detailed in the attached reports. Ownership of each property is unchanged since before 2011.

Therefore, staff offers the following motion for consideration:

"THAT THE DISTRICT GOVERNING BOARD approves Administrative Credits for Account 1349700 in the amount of \$24,118.91 and Account 1389300 in the amount of \$19,182.53."

Gordon M. Boggie
CHAIRMAN

Stephen B. Rockoff
BOARD MEMBER

Dr. Matt H. Rostock
BOARD MEMBER

James D. Snyder
BOARD MEMBER

Loxahatchee River District Sewer Services Bill Reconciliation Report

Prepared by Bud Howard, August 11, 2022

PCN 60434030030020080, Sewer Account 1349700

Billing Quarter	Water Use From	Water Use To	Avg Monthly Water Use 1000 Gal	Rate (1000 gal)	Corrected Bill	Actual Bill	Credit
Q1 2012	Jan-2010	Nov-2011	25.8	\$ 5.38	\$ 416.73	\$ 902.58	\$ (485.85)
Q2 2012	Mar-2011	Feb-2012	25.3	\$ 5.65	\$ 427.99	\$ 947.66	\$ (519.67)
Q3 2012	Jun-2011	May-2012	24.8	\$ 5.65	\$ 419.51	\$ 947.66	\$ (528.15)
Q4 2012	Sep-2011	Aug-2012	24.3	\$ 5.65	\$ 412.39	\$ 947.66	\$ (535.27)
Q1 2013	Dec-2011	Nov-2012	23.2	\$ 5.65	\$ 392.73	\$ 947.66	\$ (554.93)
Q2 2013	Mar-2012	Feb-2013	21.8	\$ 5.79	\$ 377.80	\$ 971.32	\$ (593.52)
Q3 2013	Jun-2012	May-2013	20.7	\$ 5.79	\$ 359.04	\$ 971.32	\$ (612.28)
Q4 2013	Sep-2012	Aug-2013	20.4	\$ 5.79	\$ 354.70	\$ 971.32	\$ (616.62)
Q1 2014	Dec-2012	Nov-2013	19.3	\$ 5.79	\$ 335.76	\$ 971.32	\$ (635.56)
Q2 2014	Mar-2013	Feb-2014	20.3	\$ 5.96	\$ 362.07	\$ 1,000.44	\$ (638.37)
Q3 2014	Jun-2013	May-2014	21.8	\$ 5.96	\$ 390.32	\$ 1,000.44	\$ (610.12)
Q4 2014	Sep-2013	Aug-2014	21.6	\$ 5.96	\$ 385.85	\$ 1,000.44	\$ (614.59)
Q1 2015	Dec-2013	Nov-2014	24.4	\$ 5.96	\$ 436.63	\$ 1,000.44	\$ (563.81)
Q2 2015	Mar-2014	Feb-2015	27.2	\$ 6.11	\$ 498.03	\$ 1,025.50	\$ (527.47)
Q3 2015	Jun-2014	May-2015	26.3	\$ 6.11	\$ 481.16	\$ 1,025.50	\$ (544.34)
Q4 2015	Sep-2014	Aug-2015	26.4	\$ 6.11	\$ 484.28	\$ 1,025.50	\$ (541.22)
Q1 2016	Dec-2014	Nov-2015	24.1	\$ 6.11	\$ 441.39	\$ 1,025.50	\$ (584.11)
Q2 2016	Mar-2015	Feb-2016	21.3	\$ 6.11	\$ 390.98	\$ 1,025.50	\$ (634.52)
Q3 2016	Jun-2015	May-2016	20.8	\$ 6.11	\$ 381.81	\$ 1,025.50	\$ (643.69)
Q4 2016	Sep-2015	Aug-2016	20.8	\$ 6.11	\$ 381.81	\$ 1,025.50	\$ (643.69)
Q1 2017	Dec-2015	Nov-2016	21.5	\$ 6.11	\$ 394.10	\$ 1,025.50	\$ (631.41)
Q2 2017	Mar-2016	Feb-2017	21.7	\$ 6.23	\$ 405.01	\$ 1,046.08	\$ (641.07)
Q3 2017	Jun-2016	May-2017	21.9	\$ 6.23	\$ 409.68	\$ 1,046.08	\$ (636.40)
Q4 2017	Sep-2016	Aug-2017	22.5	\$ 6.23	\$ 420.53	\$ 1,046.08	\$ (625.56)
Q1 2018	Dec-2016	Nov-2017	22.3	\$ 6.23	\$ 415.85	\$ 1,046.08	\$ (630.23)
Q2 2018	Mar-2017	Feb-2018	23.3	\$ 6.23	\$ 436.04	\$ 1,046.08	\$ (610.04)
Q3 2018	Jun-2017	May-2018	27.7	\$ 6.23	\$ 517.15	\$ 1,046.08	\$ (528.93)
Q4 2018	Sep-2017	Aug-2018	27.7	\$ 6.23	\$ 517.15	\$ 1,046.08	\$ (528.93)
Q1 2019	Dec-2017	Nov-2018	28.5	\$ 6.23	\$ 532.67	\$ 1,046.08	\$ (513.42)
Q2 2019	Mar-2018	Feb-2019	27.5	\$ 6.23	\$ 513.98	\$ 1,046.08	\$ (532.11)
Q3 2019	Jun-2018	May-2019	24.7	\$ 6.23	\$ 461.08	\$ 1,046.08	\$ (585.00)
Q4 2019	Sep-2018	Aug-2019	26.8	\$ 6.23	\$ 501.45	\$ 1,046.08	\$ (544.63)
Q1 2020	Dec-2018	Nov-2019	25.7	\$ 6.23	\$ 479.77	\$ 1,046.08	\$ (566.31)
Q2 2020	Mar-2019	Feb-2020	25.6	\$ 6.29	\$ 482.69	\$ 1,056.58	\$ (573.89)
Q3 2020	Jun-2019	May-2020	27.0	\$ 6.29	\$ 509.49	\$ 1,056.58	\$ (547.09)
Q4 2020	Sep-2019	Aug-2020	26.3	\$ 6.29	\$ 496.85	\$ 1,056.58	\$ (559.73)
Q1 2021	Dec-2019	Nov-2020	28.6	\$ 6.29	\$ 539.30	\$ 1,056.58	\$ (517.28)
Q2 2021	Mar-2020	Feb-2021	30.8	\$ 6.29	\$ 580.25	\$ 1,056.58	\$ (476.33)
Q3 2021	Jun-2020	May-2021	28.9	\$ 6.29	\$ 545.72	\$ 1,056.58	\$ (510.86)
Q4 2021	Sep-2020	Aug-2021	27.6	\$ 6.29	\$ 520.43	\$ 1,056.58	\$ (536.15)
Q1 2022	Dec-2020	Nov-2021	25.8	\$ 6.29	\$ 487.41	\$ 1,056.58	\$ (569.17)
Q2 2022	Mar-2021	Feb-2022	23.4	\$ 6.42	\$ 451.07	\$ 1,077.72	\$ (626.65)
Q3 2022	Jun-2021	May-2022	23.8	\$ 6.42	\$ 457.43	\$ 457.43	\$ -
Total							\$ (24,118.91)

Loxahatchee River District Sewer Services Bill Reconciliation Report
Prepared by Bud Howard, August 11, 2022

PCN: 30434031030040011

Account	Building	Credit/Debit	Issue
1389300	1	\$ (21,829.76)	Flat Charge
3024600	2	\$ -	None
1428900	3	\$ -	None
3024500	4	\$ 2,647.23	Wrong Meter
Net Credit		\$ (19,182.53)	

Loxahatchee River District Sewer Services Bill Reconciliation Report

Prepared by Bud Howard, August 11, 2022

PCN: 30434031030040011, Sewer Account 1389300, Building 1

Billing Quarter	Water Use From	Water Use To	12-Month Water Use 1000 Gal	Avg Monthly Water Use 1000 Gal	Rate (1000 gal)	Corrected Bill	Actual Bill	Credit
Q1 2012	Jan-2010	Nov-2011	56.1	5.1	\$ 5.38	\$ 82.31	\$ 548.00	\$ (465.69)
Q2 2012	Mar-2011	Feb-2012	60.8	5.1	\$ 5.65	\$ 85.88	\$ 575.36	\$ (489.48)
Q3 2012	Jun-2011	May-2012	63.1	5.3	\$ 5.65	\$ 89.13	\$ 575.36	\$ (486.23)
Q4 2012	Sep-2011	Aug-2012	68.7	5.7	\$ 5.65	\$ 97.04	\$ 575.36	\$ (478.32)
Q1 2013	Dec-2011	Nov-2012	73.6	6.1	\$ 5.65	\$ 103.96	\$ 575.36	\$ (471.40)
Q2 2013	Mar-2012	Feb-2013	89.5	7.5	\$ 5.79	\$ 129.55	\$ 589.73	\$ (460.18)
Q3 2013	Jun-2012	May-2013	106.1	8.8	\$ 5.79	\$ 153.58	\$ 589.73	\$ (436.15)
Q4 2013	Sep-2012	Aug-2013	120.2	10.0	\$ 5.79	\$ 173.99	\$ 589.73	\$ (415.74)
Q1 2014	Dec-2012	Nov-2013	113.5	9.5	\$ 5.79	\$ 164.29	\$ 589.73	\$ (425.44)
Q2 2014	Mar-2013	Feb-2014	97.9	8.2	\$ 5.96	\$ 145.87	\$ 607.41	\$ (461.54)
Q3 2014	Jun-2013	May-2014	79.8	6.7	\$ 5.96	\$ 118.90	\$ 607.41	\$ (488.51)
Q4 2014	Sep-2013	Aug-2014	59.1	4.9	\$ 5.96	\$ 88.06	\$ 607.41	\$ (519.35)
Q1 2015	Dec-2013	Nov-2014	60.3	5.0	\$ 5.96	\$ 89.85	\$ 607.41	\$ (517.56)
Q2 2015	Mar-2014	Feb-2015	58.9	4.9	\$ 6.11	\$ 89.97	\$ 622.62	\$ (532.65)
Q3 2015	Jun-2014	May-2015	57.6	4.8	\$ 6.11	\$ 87.98	\$ 622.62	\$ (534.64)
Q4 2015	Sep-2014	Aug-2015	56.8	4.7	\$ 6.11	\$ 86.76	\$ 622.62	\$ (535.86)
Q1 2016	Dec-2014	Nov-2015	52.6	4.4	\$ 6.11	\$ 80.35	\$ 622.62	\$ (542.27)
Q2 2016	Mar-2015	Feb-2016	49.4	4.1	\$ 6.11	\$ 75.46	\$ 622.62	\$ (547.16)
Q3 2016	Jun-2015	May-2016	48.8	4.1	\$ 6.11	\$ 74.54	\$ 622.62	\$ (548.08)
Q4 2016	Sep-2015	Aug-2016	64.6	5.4	\$ 6.11	\$ 98.68	\$ 622.62	\$ (523.94)
Q1 2017	Dec-2015	Nov-2016	66.9	5.6	\$ 6.11	\$ 102.19	\$ 622.62	\$ (520.43)
Q2 2017	Mar-2016	Feb-2017	69.1	5.8	\$ 6.23	\$ 107.62	\$ 635.12	\$ (527.50)
Q3 2017	Jun-2016	May-2017	73.4	6.1	\$ 6.23	\$ 114.32	\$ 635.12	\$ (520.80)
Q4 2017	Sep-2016	Aug-2017	58.9	4.9	\$ 6.23	\$ 91.74	\$ 635.12	\$ (543.38)
Q1 2018	Dec-2016	Nov-2017	58.2	4.9	\$ 6.23	\$ 90.65	\$ 635.12	\$ (544.47)
Q2 2018	Mar-2017	Feb-2018	60.7	5.1	\$ 6.23	\$ 94.54	\$ 635.12	\$ (540.58)
Q3 2018	Jun-2017	May-2018	72.6	6.1	\$ 6.23	\$ 113.07	\$ 635.12	\$ (522.05)
Q4 2018	Sep-2017	Aug-2018	80.7	6.7	\$ 6.23	\$ 125.69	\$ 635.12	\$ (509.43)
Q1 2019	Dec-2017	Nov-2018	83.3	6.9	\$ 6.23	\$ 129.74	\$ 635.12	\$ (505.38)
Q2 2019	Mar-2018	Feb-2019	82.2	6.9	\$ 6.23	\$ 128.03	\$ 635.12	\$ (507.09)
Q3 2019	Jun-2018	May-2019	68.3	5.7	\$ 6.23	\$ 106.38	\$ 635.12	\$ (528.74)
Q4 2019	Sep-2018	Aug-2019	61.9	5.2	\$ 6.23	\$ 96.41	\$ 635.12	\$ (538.71)
Q1 2020	Dec-2018	Nov-2019	59.8	5.0	\$ 6.23	\$ 93.14	\$ 635.12	\$ (541.98)
Q2 2020	Mar-2019	Feb-2020	58.2	4.9	\$ 6.29	\$ 91.52	\$ 641.50	\$ (549.98)
Q3 2020	Jun-2019	May-2020	60.3	5.0	\$ 6.29	\$ 94.82	\$ 641.50	\$ (546.68)
Q4 2020	Sep-2019	Aug-2020	57.3	4.8	\$ 6.29	\$ 90.06	\$ 641.50	\$ (551.44)
Q1 2021	Dec-2019	Nov-2020	59.9	5.0	\$ 6.29	\$ 94.18	\$ 641.50	\$ (547.32)
Q2 2021	Mar-2020	Feb-2021	58.3	4.9	\$ 6.29	\$ 91.60	\$ 641.50	\$ (549.90)
Q3 2021	Jun-2020	May-2021	55.7	4.6	\$ 6.29	\$ 87.59	\$ 641.50	\$ (553.91)
Q4 2021	Sep-2020	Aug-2021	71.0	5.9	\$ 6.29	\$ 111.65	\$ 641.50	\$ (529.85)
Q1 2022	Dec-2020	Nov-2021	71.8	6.0	\$ 6.29	\$ 112.91	\$ 641.50	\$ (528.59)
Q2 2022	Mar-2021	Feb-2022	71.6	6.0	\$ 6.42	\$ 114.92	\$ 654.33	\$ (539.41)
Q3 2022	Jun-2021	May-2022	69.4	5.8	\$ 6.42	\$ 111.39	\$ 313.31	\$ (201.92)
Total								\$ (21,829.76)

Loxahatchee River District Sewer Services Bill Reconciliation Report

Prepared by Bud Howard, August 11, 2022

PCN: 30434031030040011, Sewer Account 3024500, Building 4

Billing Quarter	Water Use From	Water Use To	12-Month Water Use 1000 Gal	Avg Monthly Water Use 1000 Gal	Rate (1000 gal)	Corrected Bill	Actual Bill	Debit/(Credit)	Notes
Q1 2012	Jan-2010	Nov-2011	23.1	2.1	\$ 5.38	\$ 64.51	\$ 96.06	\$ (31.55)	Min Charge
Q2 2012	Mar-2011	Feb-2012	22.7	1.9	\$ 5.65	\$ 67.74	\$ 85.97	\$ (18.23)	Min Charge
Q3 2012	Jun-2011	May-2012	23.6	2.0	\$ 5.65	\$ 67.74	\$ 85.97	\$ (18.23)	Min Charge
Q4 2012	Sep-2011	Aug-2012	31.6	2.6	\$ 5.65	\$ 67.74	\$ 96.80	\$ (29.06)	Min Charge
Q1 2013	Dec-2011	Nov-2012	104.4	8.7	\$ 5.65	\$ 147.47	\$ 98.83	\$ 48.64	
Q2 2013	Mar-2012	Feb-2013	111.2	9.3	\$ 5.79	\$ 160.96	\$ 129.74	\$ 31.22	
Q3 2013	Jun-2012	May-2013	116.2	9.7	\$ 5.79	\$ 168.20	\$ 153.33	\$ 14.87	
Q4 2013	Sep-2012	Aug-2013	120.9	10.1	\$ 5.79	\$ 175.00	\$ 174.14	\$ 0.86	
Q1 2014	Dec-2012	Nov-2013	58.1	4.8	\$ 5.79	\$ 84.10	\$ 164.43	\$ (80.33)	
Q2 2014	Mar-2013	Feb-2014	71.5	6.0	\$ 5.96	\$ 106.54	\$ 145.78	\$ (39.25)	
Q3 2014	Jun-2013	May-2014	82.4	6.9	\$ 5.96	\$ 122.78	\$ 118.62	\$ 4.16	
Q4 2014	Sep-2013	Aug-2014	86.4	7.2	\$ 5.96	\$ 128.74	\$ 87.90	\$ 40.84	
Q1 2015	Dec-2013	Nov-2014	82.3	6.9	\$ 5.96	\$ 122.63	\$ 90.04	\$ 32.59	
Q2 2015	Mar-2014	Feb-2015	69.4	5.8	\$ 6.11	\$ 106.01	\$ 90.10	\$ 15.91	
Q3 2015	Jun-2014	May-2015	65.4	5.5	\$ 6.11	\$ 99.90	\$ 87.90	\$ 12.00	
Q4 2015	Sep-2014	Aug-2015	57.9	4.8	\$ 6.11	\$ 88.44	\$ 86.44	\$ 2.00	
Q1 2016	Dec-2014	Nov-2015	54.3	4.5	\$ 6.11	\$ 82.94	\$ 80.58	\$ 2.36	
Q2 2016	Mar-2015	Feb-2016	60.3	5.0	\$ 6.11	\$ 92.11	\$ 75.45	\$ 16.66	
Q3 2016	Jun-2015	May-2016	61.1	5.1	\$ 6.11	\$ 93.33	\$ 74.72	\$ 18.61	
Q4 2016	Sep-2015	Aug-2016	152.0	12.7	\$ 6.11	\$ 232.18	\$ 98.89	\$ 133.29	
Q1 2017	Dec-2015	Nov-2016	204.0	17.0	\$ 6.11	\$ 311.61	\$ 102.55	\$ 209.06	
Q2 2017	Mar-2016	Feb-2017	207.1	17.3	\$ 6.23	\$ 322.56	\$ 107.60	\$ 214.96	
Q3 2017	Jun-2016	May-2017	210.5	17.5	\$ 6.23	\$ 327.85	\$ 114.32	\$ 213.53	
Q4 2017	Sep-2016	Aug-2017	136.8	11.4	\$ 6.23	\$ 213.07	\$ 91.91	\$ 121.16	
Q1 2018	Dec-2016	Nov-2017	104.9	8.7	\$ 6.23	\$ 163.38	\$ 90.41	\$ 72.97	
Q2 2018	Mar-2017	Feb-2018	152.5	12.7	\$ 6.23	\$ 237.52	\$ 94.89	\$ 142.63	
Q3 2018	Jun-2017	May-2018	150.1	12.5	\$ 6.23	\$ 233.78	\$ 112.83	\$ 120.95	
Q4 2018	Sep-2017	Aug-2018	134.1	11.2	\$ 6.23	\$ 208.86	\$ 125.53	\$ 83.33	
Q1 2019	Dec-2017	Nov-2018	112.1	9.3	\$ 6.23	\$ 174.60	\$ 130.01	\$ 44.59	
Q2 2019	Mar-2018	Feb-2019	58.1	4.8	\$ 6.23	\$ 90.49	\$ 127.77	\$ (37.28)	
Q3 2019	Jun-2018	May-2019	67.9	5.7	\$ 6.23	\$ 105.75	\$ 106.10	\$ (0.35)	
Q4 2019	Sep-2018	Aug-2019	92.2	7.7	\$ 6.23	\$ 143.60	\$ 96.39	\$ 47.21	
Q1 2020	Dec-2018	Nov-2019	111.9	9.3	\$ 6.23	\$ 174.28	\$ 93.40	\$ 80.88	
Q2 2020	Mar-2019	Feb-2020	126.1	10.5	\$ 6.29	\$ 198.29	\$ 91.32	\$ 106.97	
Q3 2020	Jun-2019	May-2020	108.8	9.1	\$ 6.29	\$ 171.09	\$ 86.79	\$ 84.30	
Q4 2020	Sep-2019	Aug-2020	135.9	11.3	\$ 6.29	\$ 213.70	\$ 82.26	\$ 131.44	
Q1 2021	Dec-2019	Nov-2020	156.7	13.1	\$ 6.29	\$ 246.41	\$ 86.04	\$ 160.37	
Q2 2021	Mar-2020	Feb-2021	160.9	13.4	\$ 6.29	\$ 253.02	\$ 83.77	\$ 169.25	
Q3 2021	Jun-2020	May-2021	183.3	15.3	\$ 6.29	\$ 288.24	\$ 87.55	\$ 200.69	
Q4 2021	Sep-2020	Aug-2021	136.8	11.4	\$ 6.29	\$ 215.12	\$ 111.70	\$ 103.42	
Q1 2022	Dec-2020	Nov-2021	99.5	8.3	\$ 6.29	\$ 156.46	\$ 113.21	\$ 43.25	
Q2 2022	Mar-2021	Feb-2022	125.0	10.4	\$ 6.42	\$ 200.63	\$ 114.70	\$ 85.93	
Q3 2022	Jun-2021	May-2022	126.0	10.5	\$ 6.42	\$ 202.23	\$ 111.62	\$ 90.61	
Total								\$ 2,647.23	



LOXAHATCHEE RIVER DISTRICT

2500 JUPITER PARK DRIVE, JUPITER, FLORIDA 33458

TEL: (561) 747-5700

FAX: (561) 747-9929

D. Albrey Arrington, Ph.D. EXECUTIVE DIRECTOR

loxahatcheeriver.org

MEMORANDUM

TO: Governing Board
FROM: Kara Fraraccio, Director of Finance and Administration
DATE: August 12, 2022
SUBJECT: Audit Services Contract for Fiscal Year 2022

In June 2017, the District's Governing Board entered into an agreement with Nowlen, Holt & Miner, P.A. The term of the agreement is for an initial period of three (3) years to cover the fiscal years 2017 through 2019. The agreement also provided, by sole option of the District, that the District's Governing Board may extend the agreement for up to three (3) additional one-year periods. The audit of the fiscal year 2022 will exercise the third option year.

It is the opinion of staff that Nowlen, Holt & Miner, P.A. has done a satisfactory job, and we support continuing our contract for the fiscal year 2022 audit. The attached engagement letter has been prepared to provide audit services for the fiscal year 2022. This document is consistent in form with the prior agreements and is for the previously agreed upon fee for audit services.

Staff recommends the contract be approved and executed by the Board. I offer the following motion for your consideration:

"THAT THE GOVERNING BOARD authorize the Executive Director and Chairman to execute the Nowlen, Holt & Miner, P.A. Engagement Letter dated August 5, 2022 for the provision of Audit Services for the fiscal year 2022."

Thank you for your consideration of this matter.

James D. Snyder
CHAIRMAN

Gordon M. Boggie
BOARD MEMBER

Stephen B. Rockoff
BOARD MEMBER

Dr. Matt H. Rostock
BOARD MEMBER



NOWLEN, HOLT & MINER, P.A.

CERTIFIED PUBLIC ACCOUNTANTS

WEST PALM BEACH OFFICE
NORTHBRIDGE CENTRE
515 N. FLAGLER DRIVE, SUITE 1700
POST OFFICE BOX 347
WEST PALM BEACH, FLORIDA 33402-0347
TELEPHONE (561) 659-3060
FAX (561) 835-0628
WWW.NHMCPA.COM

EVERETT B. NOWLEN (1930-1984), CPA
EDWARD T. HOLT, CPA
WILLIAM B. MINER, RETIRED
ROBERT W. HENDRIX, JR., CPA
JANET R. BARICEVICH, RETIRED, CPA
TERRY L. MORTON, JR., CPA
N. RONALD BENNETT, CVA, ABV, CFF, CPA
ALEXIA G. VARGA, CFE, CPA
EDWARD T. HOLT, JR., PFS, CPA
BRIAN J. BRESCIA, CFP®, CPA

MARK J. BYMASTER, CFE, CPA
RYAN M. SHORE, CFP®, CPA
WEI PAN, CPA
WILLIAM C. KISKER, CPA
RICHARD E. BOTTS, CPA

August 5, 2022

The Loxahatchee River Environmental Control District
2500 Jupiter Park Drive
Jupiter, FL 33458

BELLE GLADE OFFICE
333 S.E. 2nd STREET
POST OFFICE BOX 338
BELLE GLADE, FLORIDA 33430-0338
TELEPHONE (561) 996-5612
FAX (561) 996-6248

We are pleased to confirm our understanding of the services we are to provide Loxahatchee River Environmental Control District for the year ended September 30, 2022.

Audit Scope and Objectives

We will audit the basic financial statements of the Loxahatchee River Environmental Control District as of and for the year ended September 30, 2022. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Loxahatchee River Environmental Control District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Loxahatchee River Environmental Control District's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis.

We have also been engaged to report on supplementary information other than RSI that accompanies the Loxahatchee River Environmental Control District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements.

1) Schedule of Expenditures of Federal Awards and State Financial Assistance, if applicable.

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

- 1) Introductory Section
- 2) Statistical Section
- 3) Information required by Section 218.39(3)(c), Florida Statutes and Section 10.554(1)(i)6-8, Rules of the Auditor General

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major federal programs and state projects and an opinion (or disclaimer of opinion) on compliance with federal and state statutes, regulations, and the terms and conditions of federal awards and state financial assistance that could have a direct and material effect on each major federal program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and each major state project in accordance with Chapter 10.550 Rules of the Auditor General.

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of the Uniform Guidance and Chapter 10.550 Rules of the Auditor General, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance and major state project(s) in accordance with Chapter 10.550 Rules of the Auditor General, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material

misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Risk of material misstatement due to revenue recognition
- Risk of material misstatement due to management override of controls

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance and Chapter 10.550 Rules of the Auditor General, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements

applicable to each major federal award program and state project. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance and Chapter 10.550 Rules of the Auditor General.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, the Uniform Guidance, and Chapter 10.550 Rules of the Auditor General.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Loxahatchee River Environmental Control District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance and Chapter 10.550 Rules of the Auditor General require that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal and state statutes, regulations, and the terms and conditions of federal awards applicable to major federal programs and state financial assistance applicable to major state projects. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* and the Department of Financial Services' *State Projects Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Loxahatchee River Environmental Control District's major federal programs and state projects. For federal programs and state projects that are included in the Compliance Supplements, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplements identify as being subject to audit. The purpose of these procedures will be to express an opinion on the Loxahatchee River Environmental Control District's compliance with requirements applicable to each of its major federal programs and state projects in our report on compliance issued pursuant to the Uniform Guidance and Chapter 10.550 Rules of the Auditor General.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards and state financial assistance, and related notes of the Loxahatchee River Environmental Control District in conformity with accounting principles generally accepted in the United States of America, the Uniform Guidance, Chapter 10.550 Rules of the Auditor General, and the preparation of Annual Financial Report filed with the Florida Department of Financial Services based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards and state financial assistance, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards and state financial assistance, and related notes, the Annual Financial Report filed with the Florida Department of Financial Services, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with

preparation of the financial statements, the schedule of expenditures of federal awards and state financial assistance, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards and state financial assistance, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards and state financial assistance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards and state financial assistance, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal and state statutes), rules, and the provisions of contracts and grant agreements (including federal award and state financial assistance agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards and state financial assistance, all financial records and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance and Chapter 10.550 Rules of the Auditor General, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards and state financial assistance; federal award programs and state projects; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your

knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance and Chapter 10.550 Rules of the Auditor General, it is management's responsibility to evaluate and monitor noncompliance with federal and state statutes, regulations, and the terms and conditions of federal awards and state financial assistance; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards and state financial assistance received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards and state financial assistance (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance and Chapter 10.550 Rules of the Auditor General. You agree to include our report on the schedule of expenditures of federal awards and state financial assistance in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards and state financial assistance. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards and state financial assistance that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards and state financial assistance in accordance with the Uniform Guidance and Chapter 10.550 Rules of the Auditor General; (2) you believe the schedule of expenditures of federal awards and state financial assistance, including its form and content, is stated fairly in accordance with the Uniform Guidance and Chapter 10.550 Rules of the Auditor General; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards and state financial assistance.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and

recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If for whatever reason your personnel are unable to provide the necessary assistance in a timely manner, it may affect our ability to complete the engagement within the established deadlines.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the Loxahatchee River Environmental Control District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Nowlen, Holt & Miner, P.A. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a regulatory agency or its designee, a federal or state agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Nowlen, Holt & Miner, P.A. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by a federal or state awarding agency, oversight agency, or pass-through entity. If we are aware that a federal or state awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

The obligations of Nowlen, Holt & Miner, P.A. are solely the obligations of Nowlen, Holt & Miner, P.A. No officer, owner, director, employee, agent, contractor, shareholder, or controlling person shall be subject to any personal liability whatsoever.

Terry L. Morton, Jr. is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit in September and to have a draft report for the December board meeting with the final report issued in January 2023.

Our fees for the fiscal year ending September 30, 2022 will be \$35,800 for the financial statement audit, which includes a review of the information technology system. If a Federal Single Audit or a State Single Audit is required, the fee will be \$4,500 per major program or state project. Our invoices for these fees

will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

This engagement letter incorporates the Audit Services Agreement between the Loxahatchee River Environmental Control District and Nowlen, Holt & Miner, P.A., the Loxahatchee River Environmental Control District Financial Audit Services RFP #17-002 and our proposal dated April 19, 2017. Any conflict between these documents will be controlled by the Agreement, then RFP #17-002, and then our proposal dated April 19, 2017.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Commissioners of the Loxahatchee River Environmental Control District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance and State Single Audit report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and Chapter 10.550 Rules of the Auditor General. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the Loxahatchee River Environmental Control District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,



Nowlen, Holt & Miner, P.A.

RESPONSE:

This letter correctly sets forth the understanding of the Loxahatchee River Environmental Control District.

Management:

Signature: _____

Title: _____

Date: _____

Governance:

Signature: _____

Title: _____

Date: _____



Fixed Asset Disposal

No Fixed Assets are presented for Disposal this month.





Change Orders

No Change Orders are presented
for Board consideration this month.



THIS
PAGE
INTENTIONALLY
LEFT
BLANK



LOXAHATCHEE RIVER DISTRICT

2500 JUPITER PARK DRIVE, JUPITER, FLORIDA 33458

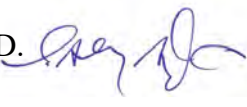
TEL: (561) 747-5700

FAX: (561) 747-9929

D. Albrey Arrington, Ph.D. EXECUTIVE DIRECTOR

loxahatcheeriver.org

MEMORANDUM

TO: GOVERNING BOARD
FROM: D. ALBREY ARRINGTON, Ph.D. 
DATE: AUGUST 11, 2022
SUBJECT: FISCAL YEAR 2022-2023 – BUDGET ASSUMPTIONS

Our budget season is upon us. Over the next three months, we will work through our budgeting process to develop, review, and approve our Fiscal Year 2023 budget, which goes into effect on October 1, 2022. We are proceeding with the following schedule:

- August: Provide and review draft budget by each account number
- September: Provide, review, and approve Final Budget.

Current financial conditions are impacted by persistent, significant inflation July 2022 CPI-U = 8.5% and PPI = 9.8%. CPI-U (Consumer Price Index for urban consumers) measures the average change over time in the prices paid by urban consumers for a market basket of consumer goods and services. PPI (Producer Price Index) measures average change over time in the selling prices received by domestic producers for their output.

The revised draft FY2023 Budget includes a proposed 15.7% increase over FY2022:

Rate Study FY2023 (\$)	FY2023 (\$)	FY2022 (\$)	Change (%)	Budget Category
\$ 17,869,000	\$ 18,829,476	\$ 17,017,580	10.7%	Operating Expense
\$ 7,861,000	\$ 13,055,695	\$ 10,537,513	23.9%	Capital Improvements
\$ 25,685,000	\$ 31,885,171	\$ 27,555,093	15.7%	Grand Total

The table above compares Draft Budget figures against Rate Study projections, which we reviewed in February and March. Operating Expenses in the draft budget are \$960,476 (5.1%) above Rate Study projections, while Capital Improvements are \$5,194,695 (39.8%) over Rate Study projections. The current level of inflation is driving the increase in Operating Expenses relative to the Rate Study. The significant increase in Capital Improvements (including renewal and replacement) is driven by inflation and carryover of unfinished work from the current fiscal year, which equals approximately \$4.5 million or 43% of the FY2022 capital budget, much of which has already been encumbered.

The 10.7% increase in draft budget operating expenses is down \$127,401 from what was presented last month. The draft capital budget increased 23.9% (\$573,000) from what was presented last month due to additional carryover of funds from FY2022 driven by continuing delays in active capital projects. Staff continue to work on the budget, and we expect to present the final draft budget for your approval next month. As presented, this draft budget represents staff's best expectations for next fiscal year, with sufficient funding to maintain our operations and our systematic investment in improving our assets. On the following pages I provide a general discussion of each budget category as outlined in the budget matrix. The budget matrix is provided on the last page of this memo.

James D. Snyder
CHAIRMAN

Gordon M. Boggie
BOARD MEMBER

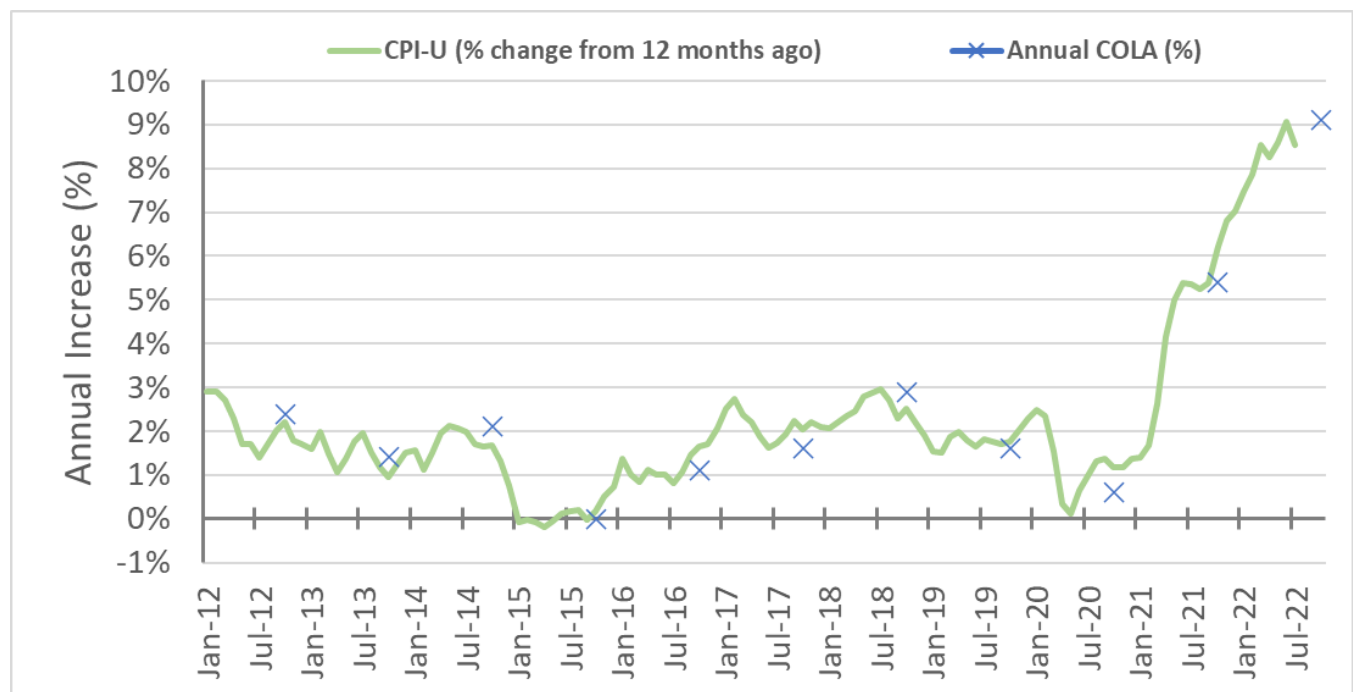
Stephen B. Rockoff
BOARD MEMBER

Dr. Matt H. Rostock
BOARD MEMBER

Revenue – Total revenue is expected to increase (2.9%) from \$22,948,487 in FY2022 to \$23,617,965 in FY2023. This increase is driven by a projected 3% rate increase. Revenue projections include our recently revised connection fees (as recommended in our consultant-led rate study evaluation) and assume continued slowing of new connections within our service area due to limited land for new construction.

Salary & Wages – An increase of \$861,100 (13.2%) is budgeted. This increase is driven by:

1. A very tight labor market: Throughout 2022 it has been a challenge filling open positions and have had to adjust starting salaries upward (but within existing pay grades) to attract competent talent.
2. Number of Employees: This remains unchanged at 84 full-time positions budgeted.
3. Proposed Cost of Living Adjustment: Traditionally, we have used the June Consumer Price Index (CPI-U, All Items, Not Seasonally Adjusted) as published by the US Bureau of Labor Statistics to adjust employee pay rates effective October 1 to maintain employees' purchasing power relative to the present rate of inflation. This year's June consumer price index (CPI-U) was 9.1%; therefore, I have included a 9.1% cost of living adjustment (COLA) in the budget. The chart below shows ten years of annual increases in CPI-U and our annual COLA increases, which indicates adjusting our employee salaries by the June annual CPI-U has served us well in maintaining the purchasing parity of our employees.



4. Proposed Merit Increase: I have budgeted for a 2.0% merit increase to be disbursed to employees exhibiting meritorious performance during their annual performance review.

Payroll Tax – An increase of \$60,300 (12.8%) is budgeted. This increase is driven by the anticipated increase in salaries.

Retirement – An increase of \$160,400 (16.9%) is budgeted. This increase is driven by increased payroll as well as staff members fully vesting in our defined contribution retirement plan.

Employee Health Insurance – A decrease of \$15,900 (-1.0%) is budgeted for health insurance. While we assume we will see a meaningful increase in health insurance premiums this year, the savings we

achieved last year (2% less than prior year premiums and 21% less than renewal premiums) were sufficient to offset the premium increases anticipated in 2023.

Workers' Compensation Insurance – An increase of \$4,100 (5.6%) is budgeted based on general market conditions and our success in lowering our Experience Modification Rate (EMR). EMR is a metric used to calculate worker's compensation premiums; it takes into account the number of claims/injuries a company has had in the past and their corresponding costs. Our EMR is 0.72 well below 1.0, the benchmark average, so our worker's compensation premium is lower than average for the type of work we do and the amount of our payroll.

General Insurance – An increase of \$48,525 (12.9%) is budgeted for our Property, General Liability, Automobile Liability and Physical Damage, and Fiduciary Liability insurance policies. This increase is based on projected rate increase as well as increased value of insured assets.

Supplies & Expenses – An increase of \$69,097 (6.7%) is budgeted based on projected needs. This includes diesel and gasoline, which have increased significantly relative to FY2022 costs.

Utilities – An increase of \$147,208 (10.5%) is budgeted. FPL recently implemented a 15% rate increase that has impacted our utility costs.

Chemicals – An increase of \$116,000 (23.1%) is budgeted. While this increase is significantly above inflation, we saw our chlorine costs double in 2022. We have worked diligently to improve the operational efficiencies of our systems in an effort to further reduce chemical demands across our systems.

Repair & Maintenance – An increase of \$89,418 (4.8%) is budgeted. The largest repair and maintenance percent increase (42%) is within our IQ Water system as we work to update important elements within the IQ Water distribution system.

Outside Services – An increase of \$271,648 (13.3%) is budgeted. This increase is driven predominantly by anticipated cost increases associated with hauling and processing of our biosolids and pass-through costs paid to the Town of Jupiter for Nanofiltration concentrate.

Contingency – Our Operating Expense contingency remains unchanged.

Capital – Our Capital budget line (including capital and renewal and replacement) items and individual items \geq \$200,000 are presented on the following page. As you will see below and in Kris' report, an additional \$573,000 was moved from FY2022 to FY2023 due to delays in ongoing capital projects. These are not new or additional costs, but they are costs that for various reasons will not be completed in FY2022 and have been moved to FY2023.

Budgeting is an important process, and we look forward to receiving your input. I am pleased to present this draft budget to you. Staff have invested significant effort into developing this budget, and we are pleased with our progress to date. I look forward to discussing our budgeting efforts with you and answering any questions you may have.

Capital – a summary of the draft capital budget includes a 18.5% increase from FY2022.

Capital Accounts	FY2023	FY2022	Increase
Contingency	\$ 0	\$ 257,013	-100%
Land	\$ 129,500	\$ 252,500	-49%
Buildings	\$ 1,790,800	\$ 500,000	258%
Improvements Other than Buildings (Infrastructure)	\$ 260,000	\$ 460,000	-43%
Machinery and Equipment	\$ 1,120,000	\$ 838,000	34%
Vehicles	\$ 695,000	\$ 830,000	-16%
Construction in Progress	\$ 1,285,000	\$ 900,000	43%
Construction in Progress – Neighborhood Sewering	\$ 275,000	\$ 2,235,000	-88%
Construction in Progress – Lift Stations	\$ 1,450,000	\$ 1,700,000	-15%
Construction in Progress – Gravity System	\$ 3,125,000	\$ 1,395,000	124%
Construction in Progress – Force Mains	\$ 164,895	\$ 295,000	-44%
Construction in Progress – LPSS	\$ 0	\$ 25,000	-100%
Construction in Progress – Permanent Generators	\$ 365,000	\$ 300,000	22%
Construction in Progress – Telemetry	\$ 2,395,500	\$ 550,000	336%
Total	\$ 12,482,695	\$ 10,537,513	18%

Budgeted capital projects \geq \$200,000:

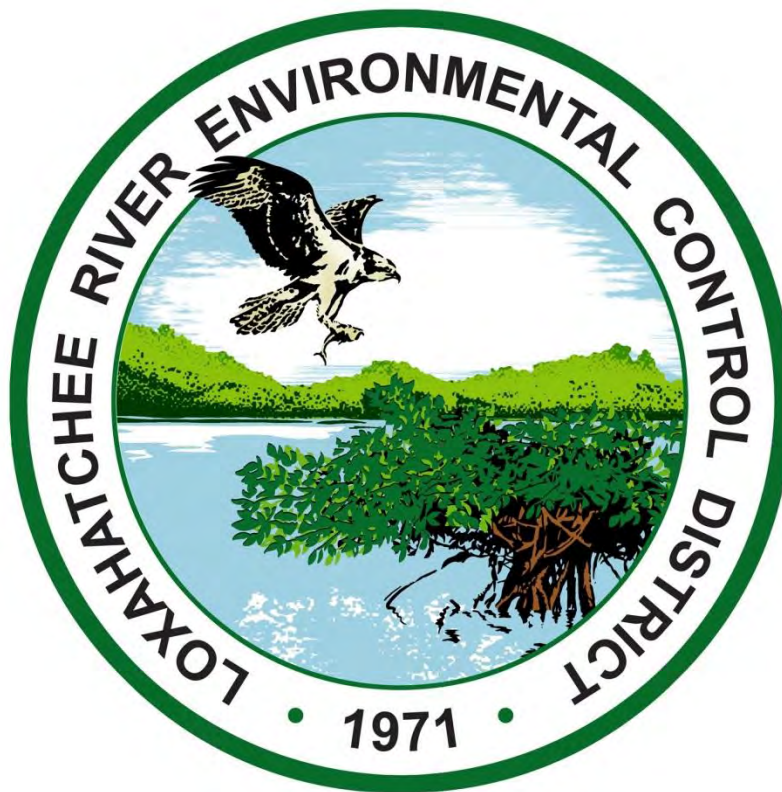
Project description	Cost
Adding telemetry to 100% of lift stations without telemetry FY22 \$550k budgeted and \$30k spent; carryover \$520k to FY23	\$ 2,395,500
Gravity system service lateral renewal or replacement (including lining) FY22 \$0 budgeted	\$ 1,750,000
Renovation and rehabilitation of two houses at BLM site FY22 \$500k budgeted and \$17k spent; carryover \$483k to FY23	\$ 1,541,800
Gravity system main line renewal or replacement (including lining) FY22 \$1,395k budgeted and \$805k spent; carryover \$350k to FY23	\$ 1,375,000
Lift Station 082 Conversion FY22 \$450k budgeted and \$200k spent; carryover \$250k to FY23	\$ 800,000
*Replace Unit 15 - Vacuum Truck for Excavation and Line Washing (carry over) FY22 \$450k budgeted and \$0 spent; carryover \$450k to FY23	\$ 450,000
Information Technology – Network Replacement FY22 \$0 budgeted	\$ 375,000
*Improving operational flexibility of our IQ System – Interconnect B Structure FY22 \$300k budgeted and \$250k spent; carryover \$50k to FY23	\$ 300,000
Neighborhood sewerage (Rolling Hills, BLM, Private Roads, Remnant Properties) FY22 \$2.235M budgeted and \$1.995M spent; carryover \$240k	\$ 275,000
Replacement of Lift Station Control Panels FY22 \$750k budgeted and \$0 spent; carryover \$250k to FY23 + rest in FY24	\$ 250,000
Rehabilitation of lift stations (general construction services) FY22 \$250k budgeted and \$150k spent; carryover \$100k to FY23	\$ 250,000
Lift Station 160 and 296 Emergency Generator FY22 \$300K budgeted and \$85k spent; carry over \$215k to FY23	\$ 215,000

Portable Generator Replacement FY22 \$0 budgeted	\$ 200,000
*Injection Well Pump Station Emergency Generator Connections FY22 \$300k budgeted and \$10k spent; carryover \$290k to FY23	\$ 200,000
Loxahatchee River Subaqueous Replacement (\$1,754K) FY22 budgeted \$250k and \$100k spend; carry over \$129K	\$ 129,895

**Will be removed from FY2023 budget if completed in FY2022.*

Loxahatchee River Environmental Control District

Annual Budget **For the Fiscal Year Ending September 30, 2023**



Prepared by:
Finance Department

Kara Fraraccio, CPA
Director of Finance and Administration

Governing Board Members

James D. Snyder
Dr. Matt H. Rostock
Stephen B. Rockoff
Gordon M. Boggie

Chairman
Vice Chairman
Treasurer
Secretary

Department Directors

D. Albrey Arrington, Ph.D.
Kris Dean, PE

Executive Director
Deputy Executive Director/
Director of Engineering

Kara D. Fraraccio, CPA
Kenneth Howard
Jason A. Pugsley, PE

Director of Finance and Administration
Director of Information Services
Plant Manager

Consultants

Curtis Shenkman, P.A.
Nowlen, Holt & Miner, P.A.

Legal Counsel
Independent Auditors

DRAFT Resolution No. 2022-**XX** **DRAFT**

WHEREAS, under the provisions of Section 189.016, Florida Statutes, the proposed annual budget for the Loxahatchee River Environmental Control District has been submitted this 15th day of September, 2022.

WHEREAS, under the provisions of Section 189.015, Florida Statutes, a public hearing on the proposed budget has been held and notice thereof having been published in one issue of the Palm Beach Post, a newspaper of general circulation in the District, more than five days before such hearing; and

WHEREAS, all necessary changes have been made as to revenue estimates and expenditures.

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Loxahatchee River Environmental Control District that the budget for fiscal year ending September 30, 2023, a copy of which is hereto attached and made a part of this resolution as fully as if set forth verbatim herein, is hereby approved and adopted:

REVENUES

Operating Revenue	\$ 20,495,265
Capital Revenue	2,702,000
Nonoperating Revenue	560,700
Carryforward of Surplus from Prior Years	8,127,206
TOTAL REVENUES	<u><u>\$ 31,885,171</u></u>

EXPENSES

Operating Expenses	\$ 18,829,476
Capital Improvements	5,630,800
Renewal and Replacement	7,424,895
TOTAL EXPENSES	<u><u>\$ 31,885,171</u></u>

This Resolution adopted by the Governing Board of the Loxahatchee River Environmental Control District on this 15th day of September, 2022.

James D. Snyder, Chairman

Vote: _____

Dr. Matt Rostock, Vice Chairman

Vote: _____

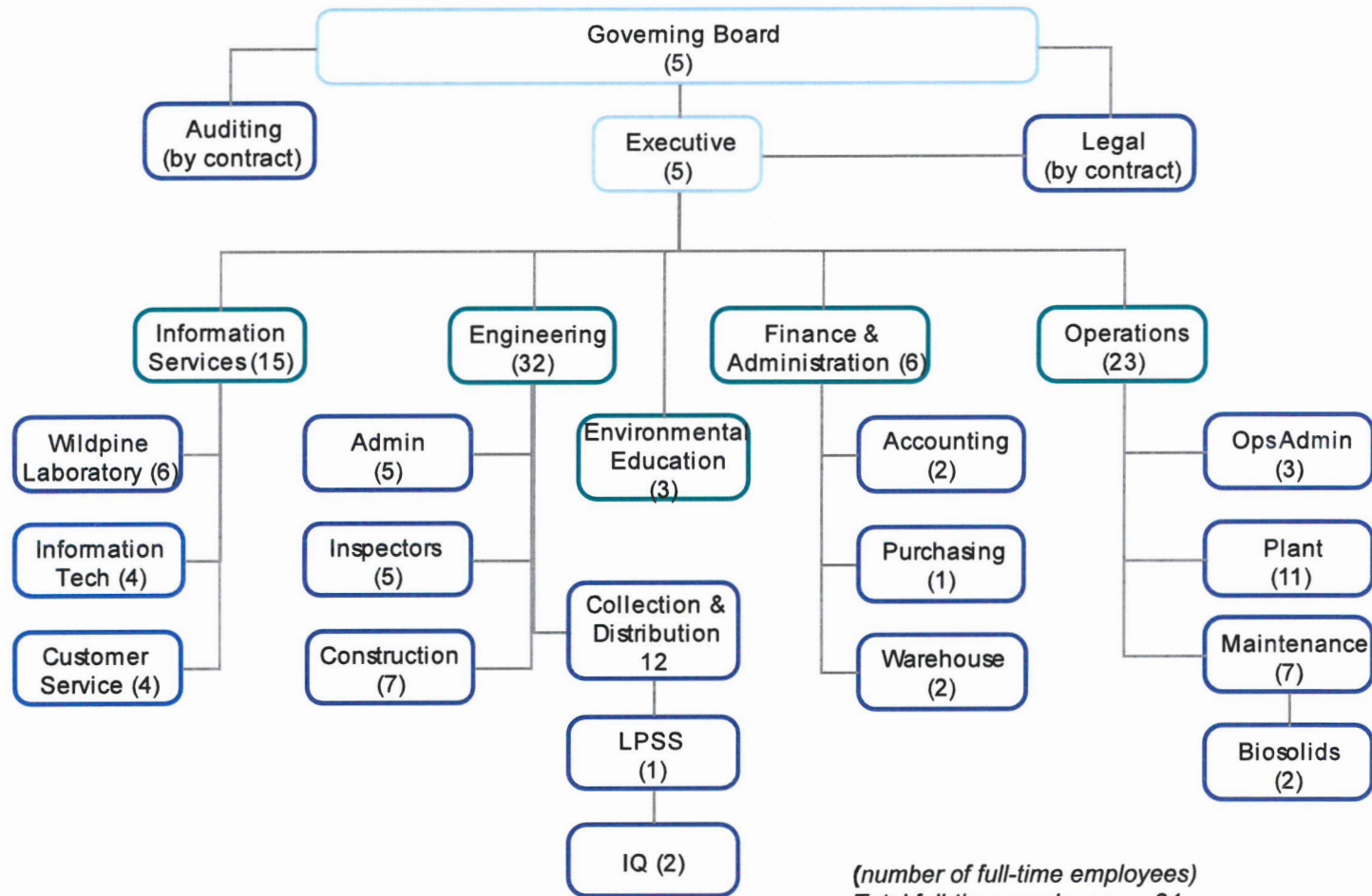
Stephen B. Rockoff, Treasurer

Vote: _____

Gordon M. Boggie, Secretary

Vote: _____

LRD Organizational Chart



(number of full-time employees)
Total full-time employees = 84

2021/8/10

Budget Summary

	FY 2022 Budget	FY 2023 Budget	Percent Change
Revenues			
<i>Operating Revenues</i>			
Regional Sewer Service	\$ 17,100,000	\$ 17,501,000	2.35%
IQ Water Charges	2,326,000	2,352,000	1.12%
Standby Sewer Service	73,000	108,000	47.95%
Administration and Engineering Fees	38,000	63,000	65.79%
Other Revenue	424,490	471,265	11.02%
<i>Subtotal Operating Revenues</i>	19,961,490	20,495,265	2.67%
<i>Capital Revenues</i>			
Line Charges	287,000	465,000	62.02%
Assessments	1,188,997	1,411,000	18.67%
Plant Charges	898,000	686,000	-23.61%
Capital Contributions	800,000	140,000	-82.50%
<i>Subtotal Capital Revenues</i>	3,173,997	2,702,000	-14.87%
<i>Other Revenues</i>			
Interest Income	613,000	560,700	-8.53%
Carryforward of Surplus from Prior Years	3,806,606	8,127,206	113.50%
Total Revenues	\$ 27,555,093	\$ 31,885,171	15.71%
Expenses			
<i>Operating Expenses (by category)</i>			
Salaries and Wages	\$ 6,522,000	\$ 7,383,100	13.20%
Payroll Taxes	470,200	530,500	12.82%
Retirement Contributions	946,800	1,107,200	16.94%
Employee Health Insurance	1,558,400	1,542,500	-1.02%
Workers' Compensation Insurance	73,700	77,800	5.56%
General Insurance	374,995	423,520	12.94%
Supplies and Expenses	1,036,285	1,105,382	6.67%
Utilities	1,407,908	1,555,116	10.46%
Chemicals	503,000	619,000	23.06%
Repairs and Maintenance	1,858,362	1,947,780	4.81%
Outside Services	2,040,930	2,312,578	13.31%
Contingency	225,000	225,000	0.00%
<i>Subtotal Operating Expenses</i>	17,017,580	18,829,476	10.65%
<i>Capital</i>			
Capital Improvements	5,433,013	5,630,800	3.64%
Renewal and Replacement	5,104,500	7,424,895	45.46%
<i>Subtotal Capital</i>	10,537,513	13,055,695	23.90%
Total Expenses	\$ 27,555,093	\$ 31,885,171	15.71%
Excess Revenues Over (Under) Expenses	\$ -	\$ -	

Executive Department**40-10**

Account Description	FY 2022 Budget	FY 2023 Budget	Percent Change
<i>Personal Services</i>			
511000 Special Pay - Governing Board	\$ 6,500	\$ -	-100.00%
512000 Salaries and Wages	596,700	674,800	13.09%
514000 Overtime	4,000	1,000	-75.00%
521000 Payroll Taxes	36,300	38,900	7.16%
522000 Retirement Contributions	86,000	108,600	26.28%
523000 Life, Health, and Dental Insurance	119,800	109,100	-8.93%
524000 Workers Compensation Insurance	4,700	3,700	-21.28%
<i>Subtotal</i>	\$ 854,000	\$ 936,100	9.61%
<i>Operating Expenses</i>			
534000 Other Contractual Services	\$ 34,500	\$ 30,350	-12.03%
540000 Travel and Per Diem	16,200	16,200	0.00%
541000 Communications	45,800	27,440	-40.09%
542000 Freight and Postage	10,000	10,000	0.00%
543000 Utility Services	1,000	1,000	0.00%
545000 Insurance	24,500	26,950	10.00%
546000 Repair and Maintenance - General	58,975	63,525	7.72%
546100 Repair and Maintenance - Vehicles	1,000	1,000	0.00%
551000 Office Supplies	2,500	2,500	0.00%
552000 Operating Supplies	39,020	39,020	0.00%
552200 Fuel, Diesel, Oil	3,250	3,250	0.00%
554000 Books, Publications, Memberships, and Subscriptions	31,105	47,305	52.08%
555000 Training and Education	13,275	9,125	-31.26%
<i>Subtotal</i>	\$ 281,125	\$ 277,665	-1.23%
Total	\$1,135,125	\$1,213,765	6.93%

Personnel Schedule	FY 2022 FTE	FY 2023 FTE	Change
Executive Director	1.0	1.0	-
Deputy Executive Director/Director of Engineering	1.0	1.0	-
Executive Secretary	1.0	1.0	-
Human Resource Generalist	1.0	1.0	-
Safety Officer	1.0	1.0	-
Total	5.0	5.0	-

Professional Services Department**40-20**

Account	Description	FY 2022 Budget	FY 2023 Budget	Percent Change
<i>Operating Expenses</i>				
531100	Engineering	\$ 20,000	\$ 20,000	0.00%
531200	Engineering Support Services	50,000	50,000	0.00%
531300	Legal Expense - Non-Litigation	75,000	75,000	0.00%
531400	Legal Expense - Litigation	60,000	60,000	0.00%
531500	Legal Expense - Collections	5,000	5,000	0.00%
531600	Pension Advisor	30,000	30,000	0.00%
531700	Human Resource Law	9,000	9,000	0.00%
531800	Investment Advisor	10,000	5,000	-50.00%
532100	Audit Services	35,800	35,800	0.00%
<i>Subtotal</i>		\$ 294,800	\$ 289,800	-1.70%
Total		\$ 294,800	\$ 289,800	-1.70%
Personnel Schedule		FY 2022 FTE	FY 2023 FTE	Change

Finance Department**40-30**

Account Description	FY 2022 Budget	FY 2023 Budget	Percent Change
<i>Personal Services</i>			
512000 Salaries and Wages	\$ 516,400	\$ 539,100	4.40%
514000 Overtime	5,000	5,000	0.00%
521000 Payroll Taxes	38,400	39,800	3.65%
522000 Retirement Contributions	75,400	87,700	16.31%
523000 Life, Health, and Dental Insurance	141,800	122,200	-13.82%
524000 Workers Compensation Insurance	600	2,600	333.33%
<i>Subtotal</i>	\$ 777,600	\$ 796,400	2.42%
<i>Operating Expenses</i>			
534000 Other Contractual Services	\$ 50,830	\$ 34,023	-33.07%
541000 Communications		2,500	100.00%
546000 Repair and Maintenance - General	5,000	5,000	0.00%
549500 Tax Collector Fees and Discounts	82,500	82,370	-0.16%
551000 Office Supplies	1,000	1,000	0.00%
552000 Operating Supplies	10,280	13,280	29.18%
554000 Books, Publications, Subscriptions, and Memberships	8,670	8,670	0.00%
555000 Training and Education	3,090	3,090	0.00%
<i>Subtotal</i>	\$ 161,370	\$ 149,933	-7.09%
Total	\$ 938,970	\$ 946,333	0.78%

Personnel Schedule	FY 2022 FTE	FY 2023 FTE	Change
Director of Finance and Administration	1.0	1.0	-
Accountant II	1.0	1.0	-
Accountant I	1.0	1.0	-
Purchasing Agent	1.0	1.0	-
Warehouse Coordinator	2.0	2.0	-
Total	6.0	6.0	-

Public Education Department**40-40**

Account Description	FY 2022 Budget	FY 2023 Budget	Percent Change
<i>Personal Services</i>			
512000 Salaries and Wages	\$ 181,800	\$ 196,200	7.92%
513000 Other Salaries and Wages	69,300	122,400	76.62%
514000 Overtime	10,000	10,000	0.00%
521000 Payroll Taxes	19,500	24,700	26.67%
522000 Retirement Contributions	31,600	33,900	7.28%
523000 Life, Health, and Dental Insurance	50,100	49,300	-1.60%
524000 Workers Compensation Insurance	300	300	0.00%
<i>Subtotal</i>	\$ 362,600	\$ 436,800	20.46%
<i>Operating Expenses</i>			
531000 Professional Services	\$ 2,500	\$ 1,700	-32.00%
534000 Other Contractual Services	8,000	10,035	25.44%
541000 Communications		1,400	100.00%
543000 Utility Services	27,308	28,000	2.53%
545000 Insurance	7,495	16,450	119.48%
546000 Repair and Maintenance - General	50,807	53,875	6.04%
546100 Repair and Maintenance - Vehicles	5,000	5,000	0.00%
546300 Repair and Maintenance - Structures and Grounds	5,500	6,500	18.18%
547000 Printing and Publications	2,500	1,500	-40.00%
552000 Operating Supplies	77,850	91,160	17.10%
552200 Fuel, Diesel, Oil	750	750	0.00%
555000 Training and Education	4,200	5,200	23.81%
<i>Subtotal</i>	\$ 191,910	\$ 221,570	15.46%
Total	\$ 554,510	\$ 658,370	18.73%

Personnel Schedule	FY 2022 FTE	FY 2023 FTE	Change
Environmental Education Manager	1.0	1.0	0.0
Environmental Education Coordinator	1.0	1.0	0.0
Community Outreach Coordinator	1.0	1.0	0.0
Total	3.0	3.0	0.0

WildPine Lab Department**40-41**

Account Description	FY 2022 Budget	FY 2023 Budget	Percent Change
<i>Personal Services</i>			
512000 Salaries and Wages	\$ 587,100	\$ 659,100	12.26%
513000 Other Salaries and Wages	24,000	24,000	0.00%
514000 Overtime	10,000	10,000	0.00%
521000 Payroll Taxes	45,300	49,700	9.71%
522000 Retirement Contributions	97,700	109,200	11.77%
523000 Life, Health, and Dental Insurance	108,700	106,800	-1.75%
524000 Workers Compensation Insurance	7,700	8,300	7.79%
<i>Subtotal</i>	\$ 880,500	\$ 967,100	9.84%
<i>Operating Expenses</i>			
531000 Professional Services	\$ 51,000	\$ 55,000	7.84%
534000 Other Contractual Services	3,900	5,700	46.15%
541000 Communications		2,300	100.00%
545000 Insurance	3,500	4,120	17.71%
546000 Repair and Maintenance - General	2,200	2,200	0.00%
546100 Repair and Maintenance - Vehicles	9,800	13,000	32.65%
546200 Repair and Maintenance - Equipment	21,950	24,500	11.62%
552000 Operating Supplies	70,000	75,000	7.14%
552200 Fuel, Diesel, Oil	3,000	3,000	0.00%
555000 Training and Education	1,000	1,000	0.00%
<i>Subtotal</i>	\$ 166,350	\$ 185,820	11.70%
Total	\$1,046,850	\$1,152,920	10.13%

Personnel Schedule	FY 2022 FTE	FY 2023 FTE	Change
Director of Information Services	1.0	1.0	0.0
Lab Manager	1.0	1.0	0.0
Senior Scientist	1.0	1.0	0.0
Lab Technician II	3.0	3.0	0.0
Lab Technician I	1.0	1.0	0.0
Total	7.0	7.0	0.0

Customer Service Department**40-42**

Account Description	FY 2022 Budget	FY 2023 Budget	Percent Change
<i>Personal Services</i>			
512000 Salaries and Wages	\$ 207,100	\$ 218,400	5.46%
514000 Overtime	2,500	1,000	-60.00%
521000 Payroll Taxes	15,400	16,400	6.49%
522000 Retirement Contributions	28,100	28,800	2.49%
523000 Life, Health, and Dental Insurance	61,000	38,700	-36.56%
524000 Workers Compensation Insurance	300	300	0.00%
<i>Subtotal</i>	\$ 314,400	\$ 303,600	-3.44%
<i>Operating Expenses</i>			
534000 Other Contractual Services	\$ 139,500	\$ 133,000	-4.66%
542000 Freight and Postage	65,000	65,000	0.00%
546000 Repairs and Maintenance - General	47,000		-100.00%
552000 Operating Supplies	11,500	11,500	0.00%
554000 Books, Publications, Subscriptions and Memberships		22,537	100.00%
<i>Subtotal</i>	\$ 263,000	\$ 232,037	-11.77%
Total	\$ 577,400	\$ 535,637	-7.23%
Personnel Schedule	FY 2022 FTE	FY 2023 FTE	Change
Customer Service Coordinator	1.0	0.0	-1.0
Customer Service Rep II	2.0	2.0	0.0
Customer Service Rep I	1.0	2.0	1.0
Total	4.0	4.0	0.0

Information Technology Department**40-43**

Account Description	FY 2022 Budget	FY 2023 Budget	Percent Change
<i>Personal Services</i>			
512000 Salaries and Wages	\$ 232,300	\$ 280,500	20.75%
514000 Overtime	500	500	0.00%
521000 Payroll Taxes	16,900	20,500	21.30%
522000 Retirement Contributions	35,400	39,800	12.43%
523000 Life, Health, and Dental Insurance	86,400	84,800	-1.85%
524000 Workers Compensation Insurance	300	300	0.00%
<i>Subtotal</i>	\$ 371,800	\$ 426,400	14.69%
<i>Operating Expenses</i>			
531000 Professional Services	\$ 110,000	\$ 105,000	-4.55%
534000 Other Contractual Services	1,000	1,500	50.00%
541000 Communications		2,400	100.00%
546000 Repair and Maintenance - General	1,500	1,500	0.00%
552000 Operating Supplies	16,500	16,500	0.00%
554000 Books, Publications, Memberships, and Subscriptions	3,000	5,500	83.33%
555000 Training and Education	5,000	5,000	0.00%
<i>Subtotal</i>	\$ 137,000	\$ 137,400	0.29%
Total	\$ 508,800	\$ 563,800	10.81%

Personnel Schedule	FY 2022 FTE	FY 2023 FTE	Change
IT Manager	1.0	1.0	0.0
Asset Management Lead	1.0	0.0	-1.0
Application Support Administrator	1.0	1.0	0.0
IT Help Desk	1.0	2.0	1.0
Total	4.0	4.0	0.0

Engineering and Inspection Department**40-50**

Account Description	FY 2022 Budget	FY 2023 Budget	Percent Change
<i>Personal Services</i>			
512000 Salaries and Wages	\$ 740,700	\$ 836,100	12.88%
513000 Other Salaries and Wages	15,000	15,000	0.00%
514000 Overtime	10,000	10,000	0.00%
521000 Payroll Taxes	56,000	63,500	13.39%
522000 Retirement Contributions	107,800	129,000	19.67%
523000 Life, Health, and Dental Insurance	233,900	220,800	-5.60%
524000 Workers Compensation Insurance	8,300	8,400	1.20%
<i>Subtotal</i>	\$ 1,171,700	\$ 1,282,800	9.48%
<i>Operating Expenses</i>			
540000 Travel and Per Diem	\$ 3,000	\$ 3,000	0.00%
541000 Communications		9,800	100.00%
546000 Repair and Maintenance - General	6,000	14,600	143.33%
546100 Repair and Maintenance - Vehicles	10,000	7,500	-25.00%
546200 Repair and Maintenance - Equipment	5,000	5,000	0.00%
552000 Operating Supplies	45,000	28,700	-36.22%
552200 Fuel, Diesel, Oil	16,150	27,600	70.90%
555000 Training and Education	6,000	6,000	0.00%
<i>Subtotal</i>	\$ 91,150	\$ 102,200	12.12%
Total	\$ 1,262,850	\$ 1,385,000	9.67%

Personnel Schedule	FY 2022 FTE	FY 2023 FTE	Change
District Engineer	1.0	1.0	0.0
Chief Construction Inspector	1.0	1.0	0.0
Construction Coordinator	1.0	0.0	-1.0
Construction Inspector	1.0	2.0	1.0
Compliance Technician	1.0	1.0	0.0
Utility Locate and Compliance Technician	2.0	2.0	0.0
Engineering/GIS Tech	1.0	1.0	0.0
Engineering Assistant	1.0	1.0	0.0
Projects Coordinator	1.0	1.0	0.0
Total	10.0	10.0	0.0

Construction Department**40-51**

Account Description	FY 2022 Budget	FY 2023 Budget	Percent Change
<i>Personal Services</i>			
512000 Salaries and Wages	\$ 380,500	\$ 499,000	31.14%
514000 Overtime	11,500	11,500	0.00%
521000 Payroll Taxes	28,700	37,400	30.31%
522000 Retirement Contributions	35,900	64,700	80.22%
523000 Life, Health, and Dental Insurance	122,700	145,500	18.58%
524000 Workers Compensation Insurance	6,600	7,900	19.70%
<i>Subtotal</i>	\$ 585,900	\$ 766,000	30.74%
<i>Operating Expenses</i>			
541000 Communications	\$	\$ 5,800	100.00%
546000 Repair and Maintenance - General	5,000	5,000	0.00%
546100 Repair and Maintenance - Vehicles	40,000	25,000	-37.50%
546200 Repair and Maintenance - Equipment	5,000	10,000	100.00%
552000 Operating Supplies	20,000	23,000	15.00%
552200 Fuel, Diesel, Oil	16,500	18,000	9.09%
555000 Training and Education	5,000	5,000	0.00%
<i>Subtotal</i>	\$ 91,500	\$ 91,800	0.33%
Total	\$ 677,400	\$ 857,800	26.63%

Personnel Schedule	FY 2022 FTE	FY 2023 FTE	Change
Construction Manager	1.0	1.0	0.0
Construction Coordinator	0.0	1.0	1.0
Construction System Foreman	1.0	1.0	0.0
Construction System Operator B	1.0	1.0	0.0
Construction System Operator C	1.0	2.0	1.0
Construction System Operator Trainee	3.0	1.0	-2.0
Total	7.0	7.0	0.0

Operations Administrative Department**50-10**

Account Description	FY 2022 Budget	FY 2023 Budget	Percent Change
<i>Personal Services</i>			
512000 Salaries and Wages	\$ 314,300	\$ 348,100	10.75%
514000 Overtime	1,000	1,000	0.00%
521000 Payroll Taxes	21,000	22,600	7.62%
522000 Retirement Contributions	50,400	48,700	-3.37%
523000 Life, Health, and Dental Insurance	63,200	53,500	-15.35%
524000 Workers Compensation Insurance	3,100	3,200	3.23%
<i>Subtotal</i>	\$ 453,000	\$ 477,100	5.32%
<i>Operating Expenses</i>			
531000 Professional Services	\$ 20,000	\$ 20,000	0.00%
534000 Other Contractual Services	7,500	8,100	8.00%
540000 Travel and Per Diem	2,500	2,500	0.00%
541000 Communications	57,300	24,660	-56.96%
542000 Freight and Postage	5,000	2,500	-50.00%
545000 Insurance	339,500	376,000	10.75%
546000 Repair and Maintenance - General	100,520	103,070	2.54%
551000 Office Supplies	6,000	3,000	-50.00%
552000 Operating Supplies	31,850	31,850	0.00%
552800 Operating Supplies - Safety	33,400	33,400	0.00%
554000 Books, Publications, Memberships, and Subscriptions	46,425	53,525	15.29%
555000 Training and Education	6,150	6,150	0.00%
<i>Subtotal</i>	\$ 656,145	\$ 664,755	1.31%
Total	\$ 1,109,145	\$ 1,141,855	2.95%
Personnel Schedule	FTE	FTE	Change
Plant Manager	1.0	1.0	0.0
System Specialist II	1.0	1.0	0.0
Administrative Assistant	1.0	1.0	0.0
Total	3.0	3.0	0.0

Collection and Transmission Department**50-40**

Account	Description	FY 2022 Budget	FY 2023 Budget	Percent Change
<i>Personal Services</i>				
512000	Salaries and Wages	\$ 868,500	\$ 956,100	10.09%
514000	Overtime	135,000	135,000	0.00%
521000	Payroll Taxes	74,500	81,300	9.13%
522000	Retirement Contributions	145,900	166,100	13.85%
523000	Life, Health, and Dental Insurance	220,200	204,300	-7.22%
524000	Workers Compensation Insurance	16,100	16,300	1.24%
Subtotal		\$ 1,460,200	\$ 1,559,100	6.77%
<i>Operating Expenses</i>				
541000	Communications	\$	\$ 15,900	100.00%
543000	Utility Services	317,250	427,250	34.67%
544000	Rentals and Leases	40,000	45,000	12.50%
546000	Repair and Maintenance - General	200,000	250,000	25.00%
546100	Repair and Maintenance - Vehicles	110,000	110,000	0.00%
546200	Repair and Maintenance - Equipment	350,000	375,000	7.14%
546300	Repair and Maintenance - Structures and Grounds	75,000	75,000	0.00%
552000	Operating Supplies	80,000	97,950	22.44%
552100	Operating Supplies - Chemicals	140,000	160,000	14.29%
552200	Fuel, Diesel, Oil	31,000	45,600	47.10%
552300	Fuel, Diesel, Oil - Generators	5,000	5,000	0.00%
555000	Training and Education	15,000	15,000	0.00%
Subtotal		\$ 1,363,250	\$ 1,621,700	18.96%
Total		\$ 2,823,450	\$ 3,180,800	12.66%
		FY 2022 FTE	FY 2023 FTE	Change
Personnel Schedule				
Collection Superintendent		1.0	1.0	0.0
Collection and Distribution Foreman		1.0	1.0	0.0
Lead Field Technician		2.0	2.0	0.0
Collection and Distribution Operator A		5.0	4.0	-1.0
Collection and Distribution Operator C		4.0	5.0	1.0
Total		13.0	13.0	0.0

Treatment and Disposal Department**50-50**

Account Description	FY 2022 Budget	FY 2023 Budget	Percent Change
Personal Services			
512000 Salaries and Wages	\$ 1,126,800	\$ 1,300,500	15.42%
514000 Overtime	167,500	216,800	29.43%
521000 Payroll Taxes	95,900	112,600	17.41%
522000 Retirement Contributions	203,600	245,600	20.63%
523000 Life, Health, and Dental Insurance	293,400	329,300	12.24%
524000 Workers Compensation Insurance	20,700	21,700	4.83%
Subtotal	\$ 1,907,900	\$ 2,226,500	16.70%
Operating Expenses			
534000 Other Contractual Services	\$ 14,050	\$ 16,000	13.88%
541000 Communications		12,500	100.00%
543000 Utility Services	565,750	588,588	4.04%
544000 Rentals and Leases	51,000	55,000	7.84%
546000 Repair and Maintenance - General	10,000	12,500	25.00%
546100 Repair and Maintenance - Vehicles	17,000	17,000	0.00%
546200 Repair and Maintenance - Equipment	258,000	243,000	-5.81%
546300 Repair and Maintenance - Structures and Grounds	180,510	162,010	-10.25%
546600 Repair and Maintenance - Outside Services	73,100	100,000	36.80%
552000 Operating Supplies	220,000	220,000	0.00%
552100 Operating Supplies - Chemicals	4,000	4,000	0.00%
552200 Fuel, Diesel, Oil	25,000	30,000	20.00%
552300 Fuel, Diesel, Oil - Generators	45,000	10,000	-77.78%
555000 Training and Education	23,970	23,970	0.00%
Subtotal	\$ 1,487,380	\$ 1,494,568	0.48%
Total	\$3,395,280	\$3,721,068	9.60%

Personnel Schedule	FY 2022 FTE	FY 2023 FTE	Change
Plant Chief Operator	1.0	1.0	0.0
Plant Maintenance Foreman	1.0	1.0	0.0
Plant Electrician	3.0	3.0	0.0
Industrial Pretreatment Coordinator	1.0	1.0	0.0
Waste Water Treatment Plant Operator A	1.0	3.0	2.0
Waste Water Treatment Plant Operator B	2.0	2.0	0.0
Waste Water Treatment Plant Operator C	5.0	4.0	-1.0
Wastewater Treatment Plant Process Analysis Tech	1.0	1.0	0.0
Plant Mechanic I	1.0	0.0	-1.0
Plant Maintenance Operator II	2.0	1.0	-1.0
Plant Maintenance Operator I	0.0	1.0	1.0
Total	18.0	18.0	0.0

Reuse Department**50-60**

Account	Description	FY 2022 Budget	FY 2023 Budget	Percent Change
<i>Personal Services</i>				
512000	Salaries and Wages	\$ 144,800	\$ 161,900	11.81%
514000	Overtime	7,500	7,500	0.00%
521000	Payroll Taxes	11,300	12,600	11.50%
522000	Retirement Contributions	25,000	27,800	11.20%
523000	Life, Health, and Dental Insurance	40,400	39,700	-1.73%
524000	Workers Compensation Insurance	2,600	2,600	0.00%
Subtotal		\$ 231,600	\$ 252,100	8.85%
<i>Operating Expenses</i>				
541000	Communications	\$ 8,500	\$ 7,600	-10.59%
543000	Utility Services	305,000	319,778	4.85%
546000	Repair and Maintenance - General	5,000	5,000	0.00%
546100	Repair and Maintenance - Vehicles	5,000	5,000	0.00%
546200	Repair and Maintenance - Equipment	85,000	135,000	58.82%
546300	Repair and Maintenance - Structures and Grounds	25,000	25,000	0.00%
549000	Other Current Charges and Obligations	206,000	245,000	18.93%
552000	Operating Supplies	12,500	12,500	0.00%
552100	Operating Supplies - Chemicals	175,000	225,000	28.57%
552200	Fuel, Diesel, Oil	5,100	8,500	66.67%
555000	Training and Education	2,000	2,000	0.00%
Subtotal		\$ 834,100	\$ 990,378	18.74%
Total		\$ 1,065,700	\$ 1,242,478	16.59%
Personnel Schedule		FY 2022 FTE	FY 2023 FTE	Change
Reuse System Operator A		2.0	2.0	0.0
Total		2.0	2.0	0.0

Bio-Solids Department**50-80**

Account Description	FY 2022 Budget	FY 2023 Budget	Percent Change
<i>Personal Services</i>			
512000 Salaries and Wages	\$ 133,200	\$ 130,100	-2.33%
514000 Overtime	12,500	12,500	0.00%
521000 Payroll Taxes	11,000	10,500	-4.55%
522000 Retirement Contributions	24,000	17,300	-27.92%
523000 Life, Health, and Dental Insurance	16,800	38,500	129.17%
524000 Workers Compensation Insurance	2,400	2,200	-8.33%
<i>Subtotal</i>	\$ 199,900	\$ 211,100	5.60%
<i>Operating Expenses</i>			
541000 Communications	\$	\$ 700	100.00%
546000 Repair and Maintenance - General	2,000	2,000	0.00%
546100 Repair and Maintenance - Vehicles	4,500	7,500	66.67%
546200 Repair and Maintenance - Equipment	65,000	60,500	-6.92%
546300 Repair and Maintenance - Structures and Grounds	13,000	17,000	30.77%
549000 Other Current Charges and Obligations	923,850	1,175,000	27.19%
552000 Operating Supplies	5,000	5,000	0.00%
552100 Operating Supplies - Chemicals	184,000	230,000	25.00%
552200 Fuel, Diesel, Oil	1,500	2,500	66.67%
555000 Training and Education	3,550	3,550	0.00%
<i>Subtotal</i>	\$ 1,202,400	\$ 1,503,750	25.06%
Total	\$ 1,402,300	\$ 1,714,850	22.29%
<i>Personnel Schedule</i>			
	FTE	FTE	Change
Plant Maintenance Operator II	1.0	1.0	0.0
Plant Maintenance Operator I	1.0	1.0	0.0
Total	2.0	2.0	0.0

Contingency

Account	Description	FY 2022 Budget	FY 2023 Budget	Percent Change
<i>Contingency</i>				
	5990 Contingency	\$ 225,000	\$ 225,000	0.00%
Total		\$ 225,000	\$ 225,000	0.00%
Total Operating Budget		\$ 17,017,580	\$ 18,829,476	10.65%

Capital Improvement Summary

Description	FY 2022 Budget	FY 2023 Budget	Percent Change
Account			
Contingency	\$ 257,013	\$	-100.00%
Land	252,500	129,500	-48.71%
Buildings	500,000	1,790,800	258.16%
Improvements Other than Buildings (Infrastructure)	460,000	260,000	-43.48%
Machinery and Equipment	838,000	1,120,000	33.65%
Vehicles	830,000	695,000	-16.27%
Construction in Progress	900,000	1,285,000	42.78%
Construction in Progress - Neighborhood Sewering	2,235,000	275,000	-87.70%
Construction in Progress - Lift Station	1,700,000	1,450,000	-14.71%
Construction in Progress - Gravity System	1,395,000	3,125,000	124.01%
Construction in Progress - Force Main	295,000	164,895	-44.10%
Construction in Progress - LPSS	25,000		-100.00%
Construction in Progress - Permanent Generator	300,000	365,000	21.67%
Construction in Progress - Telemetry	550,000	2,395,500	335.55%
Total	<u>\$ 10,537,513</u>	<u>\$ 13,055,695</u>	<u>23.90%</u>

Executive Department**40-10**

Account	Description	FY 2022 Budget	FY 2023 Budget	Percent Change
600000	Contingency	\$ 257,013	\$	-100.00%
610000	Land			0.00%
620000	Buildings			0.00%
630000	Improvements Other than Buildings			0.00%
640000	Machinery and Equipment			0.00%
641000	Vehicles			0.00%
650000	Construction in Progress			0.00%
Total		\$ 257,013	\$	-100.00%

Finance Department**40-30**

Account	Description	FY 2022 Budget	FY 2023 Budget	Percent Change
610000	Land	\$	\$	0.00%
620000	Buildings			0.00%
630000	Improvements Other than Buildings			0.00%
640000	Machinery and Equipment	8,000		-100.00%
641000	Vehicles			0.00%
650000	Construction in Progress			0.00%
Total		\$ 8,000	\$	-100.00%

Public Education Department**40-40**

Account	Description	FY 2022 Budget	FY 2023 Budget	Percent Change
610000	Land	\$ 250,000	\$ 127,000	-49.20%
620000	Buildings	500,000	1,540,800	208.16%
630000	Improvements Other than Buildings			0.00%
640000	Machinery and Equipment			0.00%
641000	Vehicles			0.00%
650000	Construction in Progress			0.00%
Total		\$ 750,000	\$ 1,667,800	122.37%

WildPine Lab Department**40-41**

Account	Description	FY 2022 Budget	FY 2023 Budget	Percent Change
610000	Land	\$	\$	0.00%
620000	Buildings			0.00%
630000	Improvements Other than Buildings		10,000	100.00%
640000	Machinery and Equipment	15,000		-100.00%
641000	Vehicles		60,000	100.00%
650000	Construction in Progress			0.00%
Total		\$ 15,000	\$ 70,000	366.67%

Customer Service Department**40-42**

Account	Description	FY 2022 Budget	FY 2023 Budget	Percent Change
610000	Land	\$	\$	0.00%
620000	Buildings			0.00%
630000	Improvements Other than Buildings			0.00%
640000	Machinery and Equipment			0.00%
641000	Vehicles			0.00%
650000	Construction in Progress			0.00%
Total		\$	\$	0.00%

Information Technology Department**40-43**

Account	Description	FY 2022 Budget	FY 2023 Budget	Percent Change
610000	Land	\$	\$	0.00%
620000	Buildings			0.00%
630000	Improvements Other than Buildings			0.00%
640000	Machinery and Equipment		375,000	100.00%
641000	Vehicles			0.00%
650000	Construction in Progress			0.00%
Total		\$	\$ 375,000	100.00%

Engineering and Inspection Department**40-50**

Account	Description	FY 2022 Budget	FY 2023 Budget	Percent Change
610000	Land	\$	\$	0.00%
620000	Buildings			0.00%
630000	Improvements Other than Buildings			0.00%
640000	Machinery and Equipment	15,000		-100.00%
641000	Vehicles	70,000	65,000	-7.14%
650000	Construction in Progress			0.00%
Total		\$ 85,000	\$ 65,000	-23.53%

Construction Department**40-51**

Account	Description	FY 2022 Budget	FY 2023 Budget	Percent Change
610000	Land	\$	\$	0.00%
620000	Buildings			0.00%
630000	Improvements Other than Buildings			0.00%
640000	Machinery and Equipment			0.00%
641000	Vehicles			0.00%
650000	Construction in Progress			0.00%
Total		\$	\$	0.00%

Operations Administrative Department**50-10**

Account	Description	FY 2022 Budget	FY 2023 Budget	Percent Change
610000	Land	\$	\$	0.00%
620000	Buildings			0.00%
630000	Improvements Other than Buildings			0.00%
640000	Machinery and Equipment			0.00%
641000	Vehicles			0.00%
650000	Construction in Progress	250,000	125,000	-50.00%
Total		\$ 250,000	\$ 125,000	-50.00%

Collection and Transmission Department**50-40**

Account	Description	FY 2022 Budget	FY 2023 Budget	Percent Change
610000	Land	\$ 2,500	\$ 2,500	0.00%
620000	Buildings			0.00%
630000	Improvements Other than Buildings			0.00%
640000	Machinery and Equipment	150,000	250,000	66.67%
641000	Vehicles	760,000	570,000	-25.00%
650000	Construction in Progress	100,000		-100.00%
651000	Construction in Progress - Neighbor. Sewering	2,235,000	275,000	-87.70%
652000	Construction in Progress - Lift Station	1,700,000	1,450,000	-14.71%
653000	Construction in Progress - Gravity System	1,395,000	3,125,000	124.01%
654000	Construction in Progress - Force Main	295,000	164,895	-44.10%
655000	Construction in Progress - LPSS	25,000		-100.00%
656000	Construction in Progress - Permanent Generator	300,000	365,000	21.67%
657000	Construction in Progress - Telemetry	550,000	2,395,500	335.55%
Total		\$ 7,512,500	\$ 8,597,895	14.45%

Treatment and Disposal Department**50-50**

Account	Description	FY 2022 Budget	FY 2023 Budget	Percent Change
610000	Land	\$	\$	0.00%
620000	Buildings		250,000	100.00%
630000	Improvements Other than Buildings	460,000	250,000	-45.65%
640000	Machinery and Equipment	625,000	375,000	-40.00%
641000	Vehicles			0.00%
650000	Construction in Progress	210,000	710,000	238.10%
Total		\$ 1,295,000	\$ 1,585,000	22.39%

Reuse Department**50-60**

Account	Description	FY 2022 Budget	FY 2023 Budget	Percent Change
610000	Land	\$	\$	0.00%
620000	Buildings			0.00%
630000	Improvements Other than Buildings			0.00%
640000	Machinery and Equipment	25,000	120,000	380.00%
641000	Vehicles			0.00%
650000	Construction in Progress	340,000	400,000	17.65%
Total		\$ 365,000	\$ 520,000	42.47%

Bio-Solids Department**50-80**

Account	Description	FY 2022 Budget	FY 2023 Budget	Percent Change
610000	Land	\$	\$	0.00%
620000	Buildings			0.00%
630000	Improvements Other than Buildings			0.00%
640000	Machinery and Equipment			0.00%
641000	Vehicles			0.00%
650000	Construction in Progress		50,000	100.00%
Total		\$	\$ 50,000	100.00%

Total Capital Improvement	\$ 10,537,513	\$ 13,055,695	23.90%
----------------------------------	----------------------	----------------------	---------------



Item 6C

Lift Station Control Panel Replacement and Telemetry Installation –
Staff are re-evaluating the project scope and approach to ensure
the best value for the District. Staff will present this item at a later
Board meeting





LOXAHATCHEE RIVER DISTRICT

2500 JUPITER PARK DRIVE, JUPITER, FLORIDA 33458

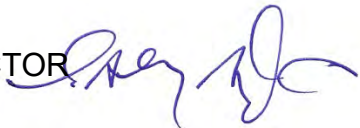
TEL: (561) 747-5700

FAX: (561) 747-9929

D. Albrey Arrington, Ph.D. EXECUTIVE DIRECTOR

loxahatcheeriver.org

MEMORANDUM

TO: GOVERNING BOARD
FROM: D. ALBREY ARRINGTON, EXECUTIVE DIRECTOR 
DATE: AUGUST 9, 2022
SUBJECT: PROPOSED REVISIONS TO CHAPTER 31-5 RULEMAKING PROCEEDING

In our ongoing effort to review and systematically improve our governance and governing documents, I engaged Laura Donaldson, the governmental lawyer that assisted with revision of our enabling act, to review and make suggested edits to our Rules (e.g., Chapter 31). This month, I have for your consideration suggested edits that Ms. Donaldson has put forth for LRD Rule Chapter 31-5 Rulemaking Proceeding. The current version of the Rule was last approved by the LRD Governing Board on October 20, 2011 and was reviewed and ratified as presented on May 21, 2020.

Mr. Shenkman and I have collaborated with Ms. Donaldson in the formulation of her suggested revisions, and we both support the draft revised rule, which is provided in red-line format following this memo. To facilitate understanding of the rule, staff have developed a flowchart that communicates the key elements of this rule and how they are to be implemented. The flowchart is attached following this memo and before the draft revised rule.

Proposed revisions to the rule are as follows:

1. Improved consistency with our Enabling Act (Chapter 2021-249, Laws of Florida) and updated all legal references to our Enabling Act.
2. Added a Definitions section and included key definitions.
3. Better characterized and/or defined requirements for key elements (e.g., Notice of Rule Development, petition requirements) and temporal limits (e.g., the District must respond to a petition to initiate rulemaking within 60 calendar days of receipt of such a petition).
4. Removed the provision allowing someone other than a Board Member to preside at a Public Hearing.
5. Cleaned up unclear text.

No action is needed at this time. This month my goal is to obtain feedback from the Board and the public regarding the proposed revisions to Chapter 31-5 Rulemaking Proceeding. I look forward to your careful review of this important document and a productive discussion of the proposed revisions. Staff anticipate conducting a public hearing on September 15, 2022 to discuss the proposed revisions to Chapter 31-5 Rulemaking Proceedings and for the Board to consider ratifying the proposed rule in your regular meeting immediately following the public hearing.

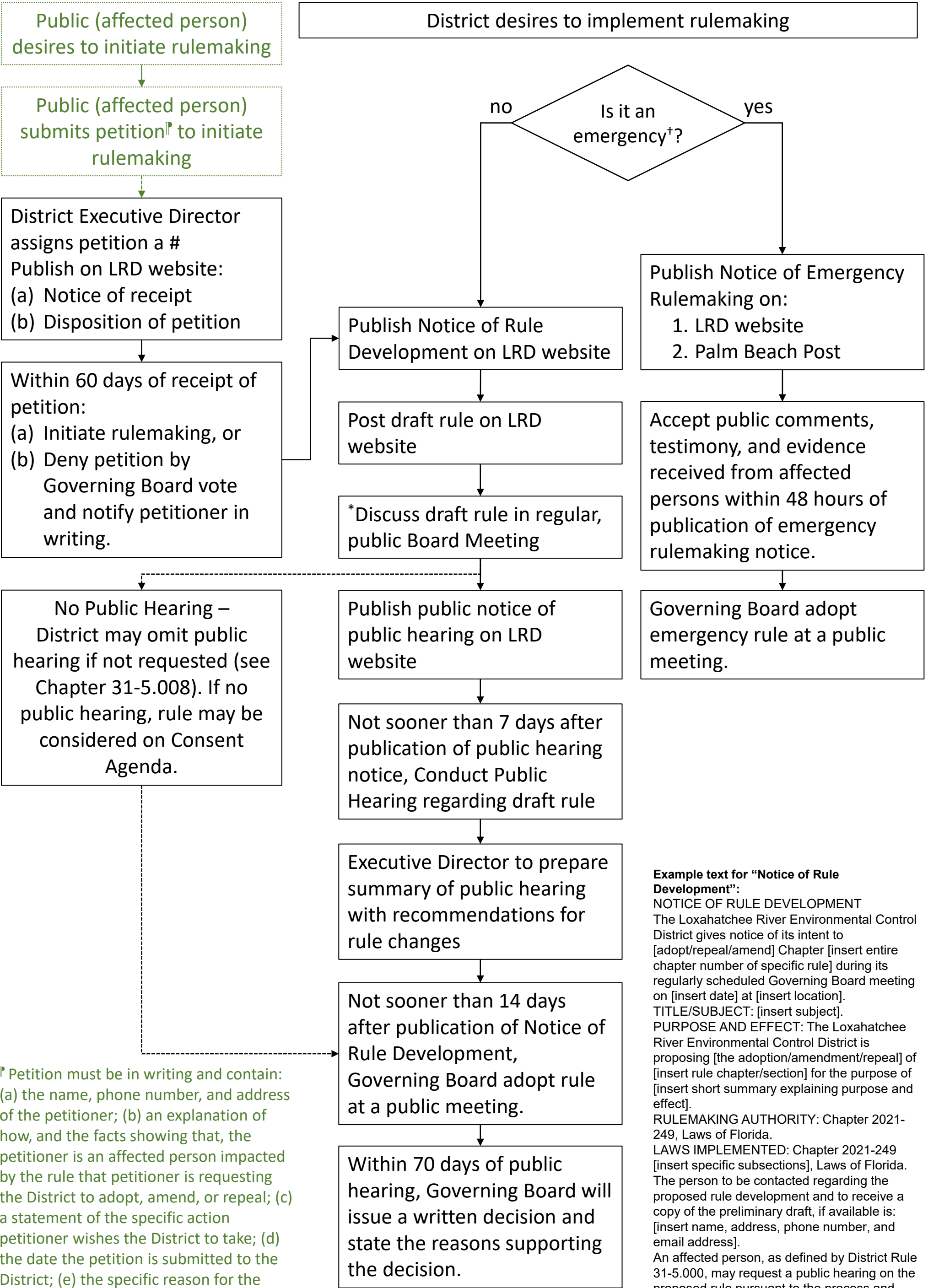
James D. Snyder
CHAIRMAN

Gordon M. Boggie
BOARD MEMBER

Stephen B. Rockoff
BOARD MEMBER

Dr. Matt H. Rostock
BOARD MEMBER

Chapter 31-5 Rulemaking Flowchart



[¶] Petition must be in writing and contain: (a) the name, phone number, and address of the petitioner; (b) an explanation of how, and the facts showing that, the petitioner is an affected person impacted by the rule that petitioner is requesting the District to adopt, amend, or repeal; (c) a statement of the specific action petitioner wishes the District to take; (d) the date the petition is submitted to the District; (e) the specific reason for the requested rule adoption, amendment, or repeal; and (f) shall specify the text of the proposed rule that petitioner is requesting the District to adopt, amend, or repeal.

Example text for “Notice of Rule Development”:
NOTICE OF RULE DEVELOPMENT
The Loxahatchee River Environmental Control District gives notice of its intent to [adopt/repeal/amend] Chapter [insert entire chapter number of specific rule] during its regularly scheduled Governing Board meeting on [insert date] at [insert location].
TITLE/SUBJECT: [insert subject].
PURPOSE AND EFFECT: The Loxahatchee River Environmental Control District is proposing [the adoption/amendment/repeal] of [insert rule chapter/section] for the purpose of [insert short summary explaining purpose and effect].
RULEMAKING AUTHORITY: Chapter 2021-249, Laws of Florida.
LAWS IMPLEMENTED: Chapter 2021-249 [insert specific subsections], Laws of Florida.
The person to be contacted regarding the proposed rule development and to receive a copy of the preliminary draft, if available is: [insert name, address, phone number, and email address].
An affected person, as defined by District Rule 31-5.000, may request a public hearing on the proposed rule pursuant to the process and requirements of District Rule 31-5.009.

[†] An emergency is something that presents immediate danger to public health.
^{*} This step is not required by rule and may be skipped.

CHAPTER 31-5

RULEMAKING PROCEEDING

<u>31-5.000</u>	<u>Definitions</u>
31-5.001	Commencement of <u>Rulemaking</u> Proceedings
31-5.002	Notice of <u>Rulemaking</u> Proceeding and the Proposed Rules
31-5.003	Content of Notice <u>of Rule Development</u>
31-5.004	Petitions to Initiate Rulemaking Proceedings
31-5.005	District Action on Petitions to Initiate Rulemaking Proceedings
31-5.006	(repealed)
31-5.007	Rulemaking materials
31-5.008	Rulemaking Proceeding – No Hearing
31-5.009	Rulemaking Proceeding – Hearing
31-5.010	Incorporation by Reference
31-5.011	Emergency Rule Adoption

31-5.000 **Definitions.**

(1) The term “affected person” means any person having a substantial interest that is or reasonably will be affected by the subject District rule, a person regulated by the District, or an elector of the District.

(2) The term “Chair” means and refers to the Chair of the District’s Governing Board.

(3) The term “District” means and refers to the Loxahatchee River Environmental Control District.

(4) The term “Notice of Rule Development” shall mean notice of the District’s intention to adopt, amend, or repeal a rule.

(5) The term “rule” means each District statement of general applicability that implements, interprets, or prescribes law or policy or describes the procedure or practice requirements of the District. The term also includes the amendment or repeal of a rule.

(6) The term “person” means any individual, child, firm, association, joint adventure, partnership, estate, trust, business trust, syndicate, fiduciary, corporation, any unit of government in or outside the state, any agency, and all other groups or combinations.

(7) The term “petitioner” means the affected person requesting, via a written petition, the District to initiate rulemaking proceedings or for a public hearing, as applicable.

Specific Authority Chapter 2021-249, Laws of Florida. Law Implemented Chapter 2021-249, Laws of Florida, Section 6(19). History-New_____.

31-5.001 Commencement of Rulemaking Proceedings. Proceedings held for the adoption, amendment, or repeal of a District rule shall be conducted according to these rules. Rulemaking proceedings are initiated by the District, on its own initiative, or on the petition of ~~an affected person regulated by the District, or on the petition of a person having a substantial interest in a District rule.~~ A. A rulemaking proceeding shall be deemed to have been initiated upon publication of ~~notice~~ a Notice of Rule Development by the District on its website.

Specific Authority ~~and~~ Chapter 2021-249, Laws of Florida. Law Implemented Chapter 2021-249, Laws of Florida, ~~Chapter 2002-358 §(Section (6)(19)).~~ History-New 12-31-74, Amended 6-10-75, 3-23-80, 10-20-2011, _____.

31-5.002 Notice of ~~Proceeding~~Rule Development and the Proposed Rules.

(1) Except as provided in 31-5.011, notice of ~~its~~ the District's intention to adopt, amend, or repeal a rule (Notice of Rule Development) shall be published by the District on its website at least fourteen (14) calendar days prior to the rule adoption, amendment, or repeal.

(2) Upon the publication of ~~notice of its intention to adopt, amend or repeal a rule~~ the Notice of Rule Development, a draft of the proposed rules shall be made available to the public.

Specific Authority ~~and~~ Chapter 2021-249, Laws of Florida. Law Implemented Chapter 2021-249, Laws of Florida, ~~Chapter 2002-358 §(Section (6)(19)).~~ History-New 12-31-74, amended 6-10-75, 3-23-80, 10-20-2011, _____.

~~**31-5.003 Content of Notice.** The notice must include the subject matter of the rulemaking and the text of the proposed rule may be included in the notice.~~

31-5.003 Content of Notice of Rule Development. The Notice of Rule Development shall include the subject area to be addressed by the rule development, amendment, or repeal; provide a short, plain explanation of the purpose and effect of the proposed rule; cite the specific legal authority for the proposed rule; identify the District's contact person regarding the rule development, amendment, or repeal; include a statement of how a person may promptly obtain a copy of any preliminary draft, of the proposed rule, if available; and include a statement that an affected person may request a public hearing on the proposed rule (if the proposed rule does not relate exclusively to organization, practice or procedure) pursuant to the process and requirements of District Rule 31-5.009. The Notice of Rule Development may, but is not required to, include the text of the proposed rule.

Specific Authority ~~and~~ Chapter 2021-249, Laws of Florida. Law Implemented Chapter 2021-249, Laws of Florida, ~~Chapter 2002-358 §(Section (6)(19)).~~ History-New 12-31-74, Amended 6-10-75, 3-23-80, 10-20-2011, _____.

31-5.004 Petitions to Initiate Rulemaking Proceedings.

(1) All petitions for the initiation of rulemaking proceedings to adopt, amend, or repeal a rule must be in writing and contain: (a) the name, phone number, and address of the petitioner; (b) an explanation of how, and the facts showing that, the petitioner is an affected person impacted by the rule that petitioner is requesting the District to adopt, amend, or repeal; (c) a statement of the specific action ~~requested,~~ petitioner wishes the District to take; (d) the date the petition is submitted, ~~and~~ to the District; (e) the specific reason for the requested rule adoption, amendment,

or repeal; and (f) shall specify the text of the proposed rule that petitioner is requesting the District to adopt, amend, or repeal.

(2) Any interested person may file a statement in support of or in opposition to any petition for the initiation of rulemaking proceedings. The interested person shall furnish the petitioner with a copy upon filing of the statement with the District.

Specific Authority ~~and~~ Chapter 2021-249, Laws of Florida. Law Implemented Chapter 2021-249, Laws of Florida, ~~Chapter 2002-358~~ §(Section (6)(19). History-New 12-31-74, Amended 6-10-75, 3-23-80, 10-20-2011, _____.

31-5.005 District Action on Petitions to Initiate Rulemaking Proceedings.

(1) Upon receipt of any petition for the initiation of rulemaking to adopt, amend, or repeal a rule, the District shall assign the petition an identification number. The District shall publish notice of receipt and disposition of a petition for the initiation of rulemaking on its website.

(2) ~~Not later than sixty (60) calendar days following the date of filing a petition to initiate rulemaking, the District shall initiate rulemaking proceedings or deny the petition.~~ If the District determines that the petitioner is not ~~regulated by the District or does not have a substantial interest in the District rule, or does not have the interest as stated in the petition,~~ an affected person or the subject matter of the requested rulemaking is not required to be addressed by the District as determined by the District's Governing Board, or otherwise determines that the petition does not contain adequate justification for the requested rulemaking, the District may forthwith deny the petition, and shall notify the petitioner in writing of the denial, including a brief statement of its reasons for the denial. If the District determines that the petition ~~should be considered further~~ contains adequate justification for the requested rulemaking, the District shall issue ~~notice~~ a Notice of Rule Development and initiate ~~such District action.~~ ~~If the District determines that rulemaking should not be initiated, a written statement of the determination shall be provided to the petitioner.~~ rulemaking proceedings.

Specific Authority ~~and~~ Chapter 2021-249, Laws of Florida. Law Implemented Chapter 2021-249, Laws of Florida, ~~Chapter 2002-358~~ §(Section (6)(19). History-new 12-31-74, amended 6-10-75, 3-23-80, 10-20-2011, _____.

31-5.007 Rulemaking Materials. After the publication of ~~notice initiating rulemaking~~ Notice of Rule Development on its website, the District shall make available for public inspection and shall provide upon request, copies of the text of the proposed rule, ~~or any amendment, or repeal of any existing rule~~ to be adopted, amended or repealed.

Specific Authority ~~and~~ Chapter 2021-249, Laws of Florida. Law Implemented Chapter 2021-249, Laws of Florida, ~~Chapter 2002-358~~ §(Section (6)(19). History-New 3-23-80, 10-20-2011, _____.

31-5.008 Rulemaking Proceeding – No Hearing. When no public hearing is requested, or a public hearing is requested but the petitioner is not an affected person, and when the District chooses not to initiate a public hearing on its own, the District may direct that the proposed rule be considered on its consent agenda.

Specific Authority ~~and Chapter 2021-249, Laws of Florida.~~ Law Implemented ~~Chapter 2021-249, Laws of Florida,~~ ~~Chapter 2002-358~~ ~~§(Section (6)(19).~~ History-New 3-23-80, 10-20-2011,

31-5.009 Rulemaking Proceeding – Hearing.

(1) ~~If~~The District shall provide a public hearing if: (i) a petition requesting a public hearing is received by the District from an affected person(s) (hereinafter referred to as “petitioner”) within fourteen (14) calendar days after the date of publication on the District’s website of the Notice of Rule Development for the proposed rule; (ii) the petition contains the information specified in paragraph (2) below; and (iii) the proposed rule does not relate exclusively to District organization, practice, or procedure, ~~the~~. The District shall ~~provide, upon request, a~~ publish notice of the public hearing on its website at least seven (7) calendar days before the scheduled public hearing. The public hearing shall allow for presentation by the District and petitioner(s) of evidence, argument, and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay, or disruption of the ~~proceeding~~ public hearing. Written statements may be submitted to the District prior to the public hearing by any person, and may be considered and made a part of the record if authorized by the District.

(2) A petition requesting a public hearing ~~shall~~ must be held if in writing and, at a minimum, contain the following information: (a) the name and address of the petitioner; (b) the proposed rule(s) a public hearing is requested on; (c) an explanation of how, and the facts showing that, the petitioner is an affected person ~~requests a hearing within fourteen (14) days after~~ that will be impacted by the proposed rule(s); (d) the date ~~of publication of the~~ the petition is being submitted to the District; (e) the specific action the petitioner is requesting the District to take on the proposed rule(s); and (f) an explanation of the facts and grounds the petitioner contends support its requested action on the proposed rule(s). Not later than sixty (60) calendar days following the date of filing a petition to initiate rulemaking, the District shall notice. ~~The the public hearing or deny the petition.~~ If the District determines that the petitioner is not an affected person, the District may forthwith deny the petition, and shall notify the petitioner in writing of the denial, including a brief statement of its reasons for the denial.

(3) The District may also decide on its own initiative to hold a public hearing on a proposed rule and shall publish notice of this fact on its website at least seven (7) calendar days before the scheduled public hearing.

(34) The District shall prepare an agenda for the public hearing that provides the petitioner, and affected persons (if any) with sufficient time to present evidence, argument, or oral statements, and other information.

(45) The District may take official recognition of any material that is of common and general knowledge, authoritatively well settled, and free from uncertainty. If the material is officially recognized by the District, it is deemed to be admissible without the necessity of the offering party presenting evidence. This material shall be part of the record and all affected persons shall be given a reasonable opportunity to examine and offer evidence and argument in opposition.

(56) Upon request of any petitioner, and affected person, (if any), the District shall cause to be made a transcript of the ~~proceeding and copies of the transcript of the proceeding shall be available to the public.~~ Cost hearing. The cost of preparing the transcript and having the

proceeding recorded shall be paid by the requesting person. A copy of the transcript shall be available to the public at cost.

(67) The ~~Chairman~~Chair of the Governing Board, any member thereof, ~~or any person designated by the Chairman~~ may preside at a public hearing. ~~If requested by~~Following the ~~Chairman, following the~~public hearing, the Executive Director shall ~~provide a statement of changes which will be recommended in the proposed rule, to any person who requests it at the hearing, and shall prepare a summary of such hearing and~~ present any recommendations for changes in the proposed rule to the Governing Board for final consideration. The Governing Board shall issue a final decision in writing, and stating the reasons therefor, within seventy (70) calendar days after the public hearing.

Specific Authority ~~and~~ Chapter 2021-249, Laws of Florida. Law Implemented Chapter 2021-249, Laws of Florida, ~~Chapter 2002-358 §(6)~~Section (6)(19). History-New 12-31-74, Amended 6-10-75, 3-23-80, 10-20-2011, _____.

31-5.010 Incorporation by Reference. Any rule, standard, specification, or similar material ~~which that~~ is generally available to affected persons, which includes material available on the District's website, may be incorporated in a rule, by reference.

Specific Authority ~~and~~ Chapter 2021-249, Laws of Florida. Law Implemented Chapter 2021-249, Laws of Florida, ~~Chapter 2002-358 §(6)~~Section (6)(19). History-New 12-31-74, amended 6-10-75, 3-23-80, 10-20-2011, _____.

31-5.011 Emergency Rule Adoption.

(1) The District may adopt an emergency rule if the District finds that immediate danger to the public health, safety and welfare exists, or which could exist, which requires immediate District action.

(2) Unless it defeats the purpose of any emergency rule, the District should notify the Palm Beach Post and place a notice of emergency rulemaking on the District's website before adopting an emergency rule. The District shall permit, upon receipt of a request by an affected person within forty-eight (48) hours of the emergency rule being on the District's website, any affected ~~persons~~person to present testimony, evidence, and submit written statements. ~~on the proposed emergency rule. The emergency rule shall remain effective until such time as Governing Board codifies the emergency rule, amends it, or repeals it.~~

(3) Upon the timely request of any affected person, the District shall cause a transcript to be made of the emergency rule adoption proceeding and shall compile a record, consisting of the transcript, copies of the notice, and any other matter of information considered by the District in adopting the emergency rule. Cost of preparing the transcript and having the proceeding recorded shall be paid by the requesting affected person. A recording may be made of the proceeding.

(4) Notwithstanding subsection (2) and (3) above, the District may use any procedure ~~which that~~ is fair under the circumstances in the adoption of any emergency rule as long as it protects the public interest.

Specific Authority ~~and~~ Chapter 2021-249, Laws of Florida. Law Implemented Chapter 2021-249, Laws of Florida, ~~Chapter 2002-358 §(6)~~Section (6)(19). History-New 12-31-74, amended 6-10-75, 3-23-80, 10-20-2011, _____.



Neighborhood Sewering Schedule-Revised February 2020

Rank *	Area Description	# Lots	Activity	Original Target Date	Revised Target Start Date
11	Jupiter Farms (East)	708		TBD	TBD
11	PB Country Estates	1547		TBD	TBD

* Rank based upon "2010 Septic System Inventory & Assessment"

TBD = To be determined

Remnant Areas

Rank*	Area Description	Lots	Activity	Original Target Date	Revised Target Start Date
H	Olympus Dr, Juno (LP)	2	Notified Owners – June 2013 Prelim. Design started – August 2017 Notice of Intent to Assess – July 2020	2016	2021
	605+607 Military Trl (LP)	2	Notified Owners – June 2020 Notice of Intent – Jan 2021	2022	
	18041 69 th Terrace	1	LRD procedures shared for connection to sewer services Statutory Way Provision – Jan 2022	N/A	2022
	5331 Center Street	1	LRD procedures shared for connection to sewer services Notice of Intent – March 2022	N/A	2022
	18150 SE Wooden Bridge Lane	1	LRD procedures shared for connection to sewer services Notice of Intent – May 2022	N/A	2022
	Island Way Property	1	Notice of Intent – August 2022	N/A	2022

Rank *	Area Description	# Lots	Activity	Original Target Date	Revised Target Start Date
AA	Peninsular Road	4	Private Road Notice of Intent – February 2010 Partial construction complete - June 2013 Soliciting easements for remainder of project	2010	AEO
BB	Rivers Edge Road (Martin Co.)	35	Notified Owners – August 2010 Private Road-Easements Solicited –May 2014 Notice of Intent – February 2014 Project Delayed	2013	AEO
CC	171 st Street (Martin Co.)	7	Private Road - In House Design Owners notified October 2012 Easement rec'd from Church – April 2017 Grant received	2014	AEO
CC	Jamaica Dr	11	Private Road Owners notified Oct 2012 Statutory Way Provision (2) – June 2021	2014	AEO
D	Loggerhead Park <i>(institutional)</i>	6 ECs	Need Easements from County-No database	2014	AEO
DD	Taylor Road	38	Notified Owners – September 2011 Private Roads	2015	AEO
FF	Rolling Hills	50	Notified Owners – Jan. 2013 - Private HOA Notice of Intent to Assess – October 2019 Award of Contract – December 2021	2017	2021
FF	North A1A	3	Postponed-Town activities in area No database	2012	AEO
GG	815 S US 1 (Yum Yum Tree)	9 ecs	Notified Owner – November 2014	2016	AEO
GG	Rockinghorse <i>(north of Roebuck Road)</i>	11	Notified Owners – January 2013	2018	AEO
GG	Castle Rd SE	5	Notified Owners – Jan 2013-private road	2018	AEO
GG	Jupiter Rd SE	4	Notified Owners – Jan 2013-private road	2018	AEO
HH	Harbor Rd. S. LPSS	6	Notified Owners – January 2014-private road	2017	AEO
HH	Indian Hills SE	12	Notified Owners – January 2016 Easement for Road & Utilities, No Dedication	2019	AEO
16	Limestone Creek Road West	49	Notified Owners – January 2013-private road	2018	TBD
19	US Coast Guard Station Offices <i>(institutional)</i> PX Commercial <i>(commercial)</i>	2 ECs 2 ECs	US Government - private roads-No database Contract for installation of sanitary sewers – September 2020	2019	2021
	109+111 Old Jupiter Beach Road	2	Notified Owners – September 2021		

CURTIS L. SHENKMAN
Board Certified
Real Estate Attorney
HUNTER SHENKMAN
Attorney

CURTIS SHENKMAN, P.A.
4400 PGA BLVD, SUITE 300
PALM BEACH GARDENS, FLORIDA 33410
TELEPHONE (561) 822-3939
Curtis@PalmBeachLawyer.Law

LEGAL ASSISTANTS
REAL ESTATE
JUDY D. MONTEIRO
DENISE B. PAOLUCCI
KRISTY SANTORO

August 12, 2022

Loxahatchee River Environmental Control District
D. Albrey Arrington, Exec. Dir. and Board Members (sent by email to S. Patel)
2500 Jupiter Park Drive
Jupiter, FL 33458

RE: PENDING LITIGATION STATUS REPORT

Dear Dr. Arrington and Board Members:

We are enclosing herewith a brief status report relating to the litigation in which the Loxahatchee River Environmental Control District is involved with our law firm as the attorney of record, and/or monitoring the attorney of record. This status report updates the last monthly status report previously submitted and consists of a summary of the record proceedings which have occurred in each of the pending cases since last month.

There are no analyses of the pending cases included, as the inclusion of such items might constitute a waiver of any attorney/client privilege that exists between our firm and the District. Therefore, if you would like to discuss the particulars of any specific case in more detail or would like to obtain more information concerning the strategy, status, or settlement posture of any of the individual cases, please feel free to contact me.

As always, we are available at any time to discuss any of these lawsuits with each individual Board Member by telephone or by conference, if there are any questions.

Respectfully submitted,

CURTIS L. SHENKMAN

CURTIS L. SHENKMAN

Attachments

OTHER LITIGATION

IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT, IN AND
FOR PALM BEACH COUNTY, FLORIDA
CASE NO. 50-2019 CA 014447 XXXX MB AB

FRED BEMAN, Plaintiff, vs.
LOXAHATCHEE RIVER DISTRICT,
Defendant.

December 6, 2017. Auto Accident involving District vehicle and vehicle driven by Fred Beman.

April 15, 2020. Summons & Complaint served upon the District.

April 20, 2020. Attorney Lyman Reynolds, appointed be District's Insurance Carrier to Defend the
District under the District's Insurance Policy.

May 4, 2020. District's Motion to Dismiss filed.

July 8, 2020. District's attorney reports Motion to Dismiss not yet set for a hearing.

August 19, 2020. Agreed Order permitting transfer of the case to Martin County Sept

16, 2020. Amended Complaint filed in Martin County

November 16, 2021, Notice of Lack of Prosecution filed in Palm Beach County.

Dec 2, 2021, Summons served on the District; Attorney Reynolds responded with Motion to Dismiss on
December 17, 2021.

January 14, 2022. District's Responses to Plaintiff's Request for Production and Interrogatories was filed.

January 31, 2022. District's Motion to Dismiss denied. District's Answer due by February 20, 2022, being
prepared by Attorney Reynolds.

February 20, 2022, District's Answer Filed.

April 22, 2022, Deposition of Plaintiff

June 21, 2022, Attorney Reynolds indicated projected trial date is December 18, 2023, and provided
confidential information to claims adjuster.

Pre-Suit Notice of Claim under FS 768.28 (6)(a)
Dated August 3, 2020, from Attorney for Plaintiff

Donovan Mackey and Dee Mackey, PlaintiffVs.
LOXAHATCHEE RIVER DISTRICT, Defendant.

On or about October 2019 sewage back up into 141 Beacon Lane, Jupiter, FL 33469 (Jupiter
Inlet Colony). Plaintiffs claim personal injury from the sewage back up.

August 3, 2020, District notified District's insurance carrier of the claim.

August 18, 2020, Insurance Adjuster for the District assigned the claim.

As of July 11, 2022, No activity since Adjuster assigned the claim

Plaintiff cannot file suit until claim is denied. 768.28 (6)(b).

Statute of Limitations is running on the claim.

Pre-Suit Notice of Claim under FS 768.28(6)(a)
Universal Property & Casualty Insurance Company a/s/o Betty
Cavanagh & Jules Formel, Plaintiff VS.
LOXAHATCHEE RIVER DISTRICT, Defendant.

On or about November 18, 2020, sewage back up into 18081 SE Country Club Drive, Apt 4-
33, Tequesta, FL 33469. The Owners, Betty Cavanagh & Jules Formel made claim to their
insurance company, University Property & Casualty Company.

On April 29, 2021, 2020, the Insurance Adjuster for University Property
& Casualty Company notified the District's Insurance Company, PGCS
Claims Services of the claim.

On July 13, 2021, University Property & Casualty Company (UPCC), as subrogee of Betty
Cavanagh & Jules Formel, notified the District in accordance with 768.28, the District has 6
months from receipt of the letter to investigate this claim and provide formal acceptance or

denial. Plaintiffs claim property damage from the sewage back up in the amount of \$26,860.

PGCS has been investigating.

On July 12, 2022, PGCS informed the District, that UPCC resubmitted new information as to the claim in the amount of \$28,860.00. PGCS is investigating the claim. Plaintiff cannot file suit until claim is denied. 768.28 (6)(b).

LIEN FORECLOSURES

NONE

MORTGAGE OR LIEN FORECLOSURES / LRD COUNTERCLAIMS/CROSSCLAIMS

NONE



Loxahatchee River Environmental Control District
Monthly Status Report
August 3, 2022

Submitted To: Kris Dean, P.E, Deputy Executive Director/Director of Engineering

The following is a summary of work performed by Baxter and Woodman, Inc. (B&W), on District projects for the monthly period ending August 3, 2022.

Irrigation Quality 511 (IQ-511) Pump Station Piping Improvements

The following items were ongoing or completed during the last monthly period:

- Payment Application No. 5 submitted on July 14, 2022 but is awaiting As-Builts for approval.
- Contractor has completed mechanical piping work and connection to IQ-511 Influent Bypass Bay.
- Shutdown for installation of Sluice Gate in Diversion Structure B has been submitted to LRECD for review and is to be scheduled.
- Electrical meeting held onsite August 2, 2022 to discuss Electrical Room No. 2 conduit.

Lift Station Fall Protection Improvements

The following items were ongoing or completed during the last monthly period:

- All work of the original Contract (including the punch list) has been completed.
- The District recently requested safety grates for five more lift stations at the plant. A Change Order has been issued extending the Contract to September 12, 2022 to allow for procurement and installation.

Structural Condition Assessment of Headworks, Diversion Structure A

- Scope and fee proposal provided July 25, 2022.

Respectfully Submitted by:

BAXTER & WOODMAN, INC.

Rebecca Travis, P.E.
Executive Vice President / Florida Division Manager



HOLTZ CONSULTING ENGINEERS, INC.
270 South Central Boulevard, Suite 207, Jupiter, FL 33458 (561) 575 2005

MEMORANDUM

To: Kris Dean, PE, Deputy Director/Director of Engineering, Loxahatchee River Environmental Control District
From: Christine Miranda, PE, Holtz Consulting Engineers, Inc.
Date: August 11, 2022
Subject: Loxahatchee River Environmental Control District Monthly Status Report

The following is a summary of work performed by Holtz Consulting Engineers, Inc. (HCE) on Loxahatchee River District projects through August 11, 2022. **Note: Any information that is historical or repeated from previous months are shown in italics. Otherwise, all information as shown below is newly reported information.**

Lift Station No. 082 Improvements

- The Contractor has delivered the lift station control panels to the District's warehouse for storage. HCE's electrical subconsultant has inspected the panels. The first pay application submitted by the Contractor for stored materials has been approved and processed by HCE for payment. The Contractor has submitted a revised schedule which reflects a mobilization date of October 3, 2022 and project completion date of February 2, 2023.

Schedule Update: HCE has reviewed the updated schedule submitted by the Contractor. HCE is currently preparing Change Order #3 for the time extension request, extending the contract completion date from August 16, 2022 to February 2, 2023. The change order request will be forwarded to the District for consideration.

Country Club Drive Force Main Transmission System Preliminary Evaluation

- *The draft technical memorandum was submitted to the District on June 10, 2022 for review and comment. Upon receipt of the comments from the District, the memorandum will be finalized and transmitted to the District.*

Schedule Update: *Per the work authorization agreement, upon receipt of comments from the District on the draft memorandum, the final memorandum will be prepared and submitted within two weeks.*

Lift Station Telemetry Improvements

- The preconstruction meeting was held on August 4, 2022. The Contractor has provided a preliminary schedule that shows installation starting in April 2023. HCE is currently working with the Contractor on coordination items for site visits and preconstruction video, storage of materials, and control panel submittal items.



Schedule Update: The Notice to Proceed (NTP) has been issued for August 8, 2022. Substantial completion is 595 days from the NTP, March 25, 2024 and final completion is 660 days from the NTP, May 29, 2024. The schedule provided from the Contractor currently shows them mobilizing and starting installation in April 2023 and completing construction in January 2024.

Rolling Hills Gravity Sewer System, Lift Station, & Force Main

- Construction work is ongoing for the project. All new service laterals have been installed for the project. Current work includes the lining of the gravity sewer mains, installation of the discharge force main, and lift station components. HCE has processed three payment applications to date for the project. HCE has prepared a change order for proposed inside drops at three manhole locations due to existing outside drops found when excavating and has forwarded to the District for consideration.

Schedule Update: *The current contract substantial completion date is August 13, 2022 and final completion date is October 17, 2022. Construction progress is steady and moving forward. The Contractor has provided documentation that the lead time for the control panel for the lift station has been extended by the supplier and is not anticipated to be delivered until sometime in October. The Contractor has requested a time extension showing completion by the end of the year. HCE has requested the Contractor confirm the date with the panel supplier and provide an updated schedule with a firm date of delivery. Once received, a time extension change order will be prepared and forwarded to the District for consideration.*

Jupiter Inlet Lighthouse Septic to Sewer Conversion

- HCE staff has been onsite observing construction throughout the month of July and early August. Progress has been made regarding relocation of FPL and Comcast utilities in conjunction with Princeland's construction schedule. An onsite meeting was held with HCE, the Contractor, BLM, and Town of Jupiter on July 27, 2022, regarding the upcoming Beach Road watermain tie-in. HCE continues working with the Town of Jupiter on the water main system design elements and permitting. HCE has also met with the Contractor on several occasions to review specific items for construction. HCE has coordinated ongoing construction activities with the archaeologist who's performing cultural resources monitoring throughout the duration of construction.



Photo to right depicts an ancient, incised pin or "Bone Pin", a Faunal bone discovered by onsite archaeologists, this specimen was approx. 40-90 cm below surface and is approximately between 1,000 to 2,000 years old. HCE has prepared and submitted to the Contractor for execution a no-cost change order proposal for adding a duplex commercial grinder station for a new proposed restroom facility and eliminating a section of the gravity system and installing



specific sections of the water main system via horizontal directional drill in lieu of open cut in order to protect existing vegetation and landscaping. Three payment requisitions have been processed to date.

Schedule Update: *The current substantial contract completion date is September 9, 2022 and final contract completion date is December 5, 2022. The most recent schedule provided by the Contractor on July 12, 2022 stills showing them completing all work by the end of September. HCE will continue to monitor the Contractor's progress and address any approved time extension requests via change order. It is anticipated that due to delays in issuance of the Town of Jupiter permit a time extension request will be submitted.*

Deep Injection Well Replacement Cost Study

- The technical memorandum was submitted to the District on July 27, 2022. Upon receipt of comments from the District the memorandum will be finalized and transmitted to the District.

Schedule Update: *Per the work authorization agreement, upon receipt of comments from the District on the draft memorandum, the final memorandum will be prepared and submitted within three weeks.*

Injection Well Pump Manual Transfer Switch Addition

- The Contractor has provided additional submittals which the HCE team is currently reviewing. The Contractor has also provided a schedule timeline which outlines that it will take fifteen days to complete the work once mobilized.

Schedule Update: *The current substantial contract completion date is August 13, 2022 and final contract completion date is October 17, 2022. Due to the delay in procurement of materials the contractor will be submitting a request for a time extension once delivery dates are confirmed. The request will be forwarded via change order request for the District's consideration.*

Master Lift Station No. 1 Traveling Bridge Crane Solicitation

- The Contractor and crane manufacturer MHS mobilized to site following a July 11, 2022 coordination meeting. Construction efforts commenced on Tuesday, July 26, 2022 and were ongoing throughout the month of July. HCE was onsite daily monitoring construction activities and coordination with LRD staff. Final electrical connections and performance testing remains to be completed shortly to close this project out.

Schedule Update: The current substantial contract completion date is July 21, 2022 and final contract completion date is September 24, 2022. It is anticipated that the Contractor will be able to complete construction well before the contract completion date.

Emergency Response ESRI Collection Tool & Synovia Vehicle Tracking Assistance

- *No new activities have occurred for this work.*



**Loxahatchee River Environmental Control District
Master Plan 20-AC “Sierra Square” @ 9278 Indiantown Rd
LRECD PO# 21-0649 / KCI #482021095.01**

Progress Report

To: Mr. Kris Dean, P.E., Deputy Executive Director/Director of Engineering
From: Todd Mohler, RLA, KCI, Project Manager
Date: August 2, 2022

ACTIVITIES

KCI Technologies progress report updates for the current billing period are:

Activities and Support:

1. **Survey:** Complete.
2. **Environmental:** Complete.
3. **Geotechnical:** Complete.
4. **Electrical Engineering:** 90% Complete.
5. **Civil Engineering:** Finalized grading analysis and budget estimate. Presented at workshop for Board of Directors on 6/28/22.
6. **Landscape Architecture:** Finalized budget estimate and revised Site Plan per previous comments. Presented at workshop for Board of Directors on 6/28/22. Awaiting direction from LRECD.
7. **Architecture:** 90% Complete.



August 9, 2022

Mr. Kris Dean, P.E.
Deputy Executive Director/Director of Engineering
Loxahatchee River Environmental Control District
2500 Jupiter Park Drive
Jupiter, FL 33458

Ref. No. C0089.40
Subject: Loxahatchee River Subaqueous Forcemain Replacement
PO No. 22-0911

Dear Mr. Dean:

Below is our Monthly Update for August 2022:

- PO No. 22-0911 issued on June 17, 2022.
- Kick-off Meeting (Virtual) was conducted with District staff on July 7, 2022.
- The Project Schedule is as follows:
 - 60% Submittal October 15, 2022
 - Permit Submittals November 14, 2022
 - 95% Submittal December 29, 2022
 - 100% Submittal January 28, 2023

Upcoming Activities – July 2022:

- Topographic Field Survey currently underway.
- Basemap preparation currently underway.
- Initiate Construction Drawings.

If you have any questions, please contact me at 683-3113, extension 293.

Sincerely,
MOCK, ROOS & ASSOCIATES, INC.



Garry C. Gruber, P.E.
Senior Vice President

GGG:tsm
Copies: John Cairnes
Spencer Schroeder

Mock, Roos & Associates, Inc.

5720 Corporate Way, West Palm Beach, Florida 33407-2066, 561-683-3113, www.MockRoos.com



Busch Wildlife Sanctuary

The 3rd Quarter Report will be presented
at the October 2022 Board Meeting.

J:\Board\Notebook\BWS No Update





Director's Report

- | | |
|-------------------------------|------------|
| ➤ Admin. & Fiscal Report | attach. #1 |
| ➤ Engineering Report | attach. #2 |
| ➤ Operations Report | attach. #3 |
| ➤ Information Services Report | attach. #4 |
| ➤ Environmental Education | attach. #5 |
| ➤ Safety Report | attach. #6 |
| ➤ Other Matters (as needed) | attach. #7 |



J:\Board\Notebook\Directors Report



LOXAHATCHEE RIVER DISTRICT

2500 JUPITER PARK DRIVE, JUPITER, FLORIDA 33458

TEL: (561) 747-5700

FAX: (561) 747-9929

D. Albrey Arrington, Ph.D. EXECUTIVE DIRECTOR

loxahatcheeriver.org

MEMORANDUM

To: Governing Board
From: Kara Fraraccio, Director of Finance and Administration
Date: August 12, 2022
Subject: Monthly Financial Report

Cash and Investments

Balance as of July 31, 2022

Certificates of Deposit:

Institution	Original Term	Maturity	Rate	Book Value	Monthly Interest Earned	Market Value
US Century	12 Months	08/04/22	0.25%	\$ 2,500,000	\$ 532	\$ 2,506,188
US Century	12 Months	08/04/22	0.25%	2,500,000	532	2,506,188
Bank United	6 Months	09/12/22	0.10%	1,573,802	134	1,574,410
Bank United	12 Months	11/12/22	0.13%	1,054,256	117	1,055,241
Bank United	9 Months	11/22/22	0.40%	1,001,500	340	1,003,242
Bank United	12 Months	02/22/23	0.60%	1,001,500	510	1,004,112
Bank United	12 Months	02/22/23	0.60%	1,001,500	510	1,004,112
Subtotal				\$ 10,632,558	\$ 2,675	\$ 10,653,493
Investment Accounts:						
Synovus - Public Demand			0.28%		\$ 1,606	\$ 7,376,168
TD Bank - NOW			0.75%		5,267	8,274,425
Florida Prime - SBA			1.80%		3,067	2,005,053
Subtotal					\$ 9,940	\$ 17,655,646
Checking Account:						
SunTrust-Hybrid Business Account			0.02%		\$ 223	\$ 14,009,537
Subtotal					\$ 223	\$ 14,009,537
Brokerage Accounts:						
Vanguard GNMA ADM			-6.50%	\$ 431,794	(26,369)	\$ 405,425
Vanguard Short-Term Treasury			-3.40%	1,332,798	(43,871)	1,288,927
Vanguard Short-Term Inflation			-3.42%	129,373	(4,283)	125,090
Charles Schwab Bank Sweep						109,385
Subtotal				\$ 1,893,965	\$ (74,523)	\$ 1,928,827
Total					\$ (61,685)	\$ 44,247,503

Average weighted rate of return on investments is: .18%

As of 7/31/22:

3 month Short Term Bond: 2.41%

1 month Federal Fund Rate: 2.32%

District brokerage accounts have underperformed due to abnormal market conditions and uncertainties with the Federal Reserve. However, the District is optimistic that losses will be recovered and that we have an optimized portfolio based on risk and cash flow needs.

Cash position for July 2021 was \$40,444,121. Current Cash position is up by \$3,803,382.

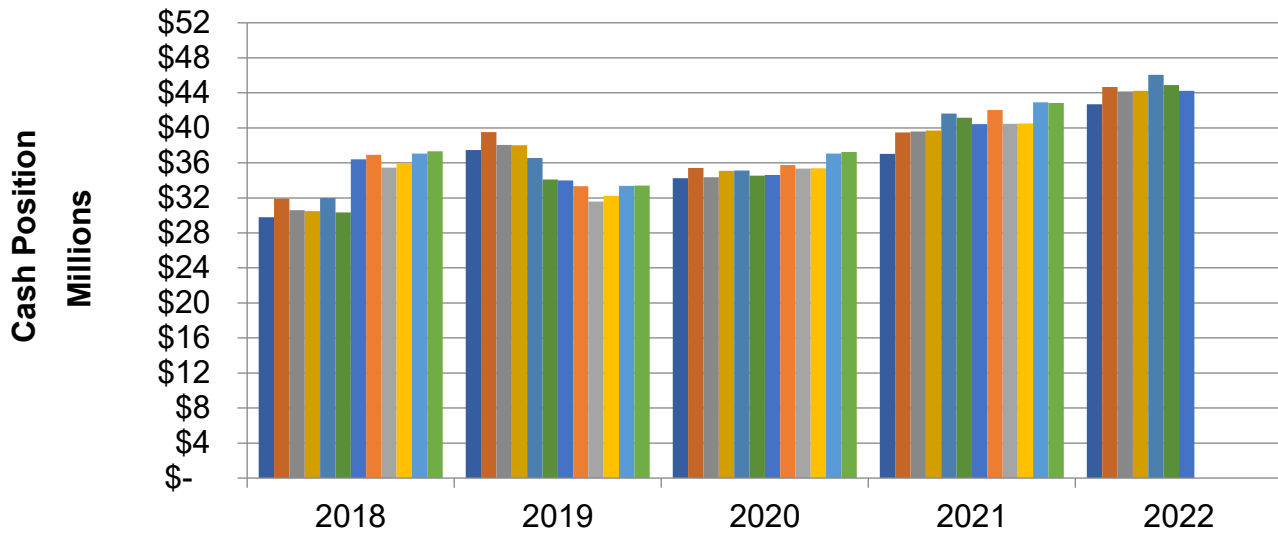
James D. Snyder
CHAIRMAN

Stephen B. Rockoff
BOARD MEMBER

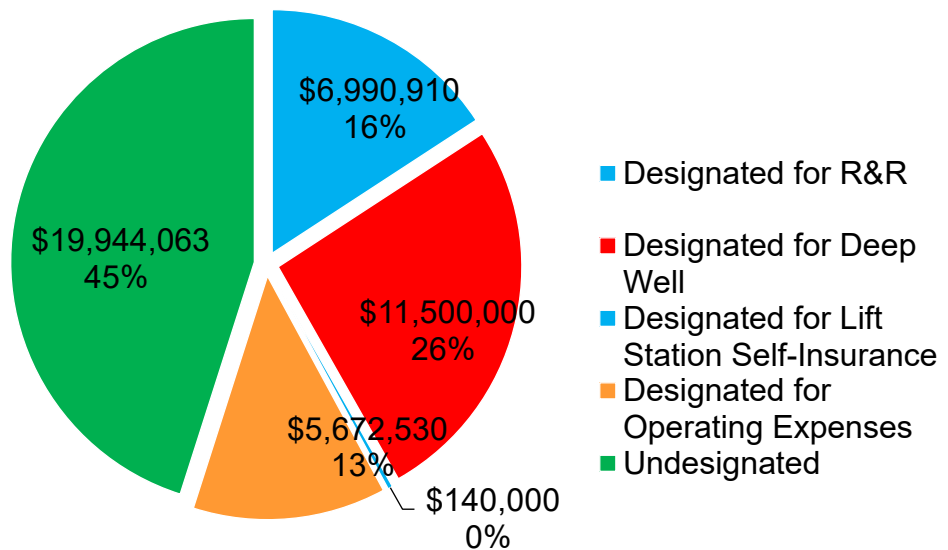
Dr. Matt H. Rostock
BOARD MEMBER

Gordon Boggie
BOARD MEMBER

Cash On-Hand



Designated vs. Available Cash Balance



Financial Information

- Legal Fees billed in July were \$12,455. The fiscal year-to-date total is \$62,020.
- Estoppel fees collected in July totaled \$5,755. The fiscal year-to-date total is \$74,745.
- There was no Septage billing for the month of July.
- Developer's Agreement – There were no new Developer Agreements.
- I.Q. Water Agreements –Jupiter Abacoa Park is past due for the month of June and July; Jupiter Hills, Sophia, Tequesta Country Club, and Tuscany are past due for July.

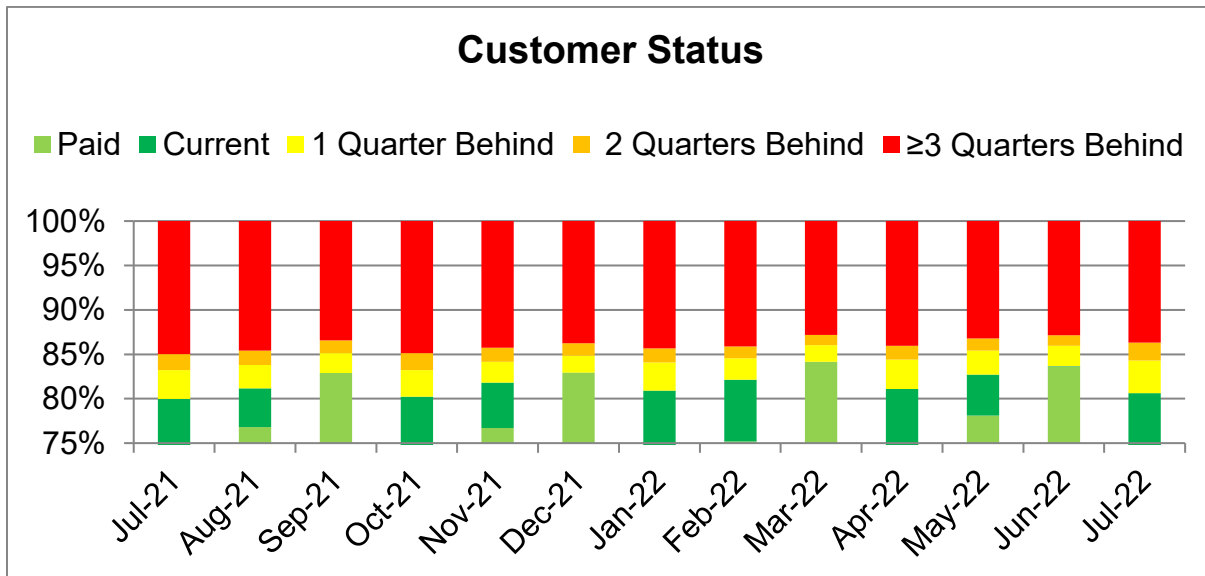
Summary of Budget vs. Actual

<i>Budget Benchmark</i> 83%	Jul-22 Actual	YTD Actual	FY 22 Budget	Favorable (Unfavorable)	Budget Expended	Jul-21 YTD
Revenues						
Operating Revenues						
Regional Sewer Service	\$ 1,454,676	\$ 14,290,413	\$17,100,000	\$ (2,809,587)	83.57%	\$13,892,540
Standby Sewer Service	9,028	95,746	73,000	22,746	131.16%	78,392
IQ Water Charges	194,259	1,921,467	2,326,000	(404,533)	82.61%	1,885,471
Admin. and Engineering Fees	4,207	31,010	38,000	(6,990)	81.61%	38,071
Other Revenue	68,600	430,319	424,490	5,829	101.37%	331,289
Subtotal Operating Revenues	1,730,770	16,768,955	19,961,490	(3,192,535)	84.01%	16,225,763
Capital Revenues						
Assessments	\$ 45,322	\$ 1,296,646	1,188,997	107,649	109.05%	2,160,173
Line Charges	28,686	164,003	287,000	(122,997)	57.14%	184,790
Plant Charges	69,773	531,235	898,000	(366,765)	59.16%	609,581
Capital Contributions	14,094	14,731	800,000	(785,269)	1.84%	
Subtotal Capital Revenues	157,875	2,006,615	3,173,997	(1,167,382)	63.22%	2,954,544
Other Revenues						
Grants		351,500		351,500		
Interest Income	41,986	589,905	613,000	(23,095)	96.23%	699,037
Subtotal Other Revenues	41,986	941,405	613,000	328,405	153.57%	699,037
Total Revenues	\$ 1,930,631	\$ 19,716,975	\$ 23,748,487	\$ (4,031,512)	83.02%	\$ 19,879,344
Expenses						
Salaries and Wages	\$ 736,017	\$ 5,028,736	\$6,522,000	\$ 1,493,264	77.10%	\$4,428,449
Payroll Taxes	54,581	363,897	470,200	106,303	77.39%	318,542
Retirement Contributions	102,134	701,771	946,800	245,029	74.12%	648,869
Employee Health Insurance	121,622	1,182,826	1,558,400	375,574	75.90%	1,041,160
Workers Compensation Insurance	6,946	56,802	73,700	16,898	77.07%	48,612
General Insurance	100	389,675	374,995	(14,680)	103.91%	358,803
Supplies and Expenses	143,115	914,049	1,036,285	122,236	88.20%	847,576
Utilities	112,634	1,227,797	1,407,908	180,111	87.21%	1,050,262
Chemicals	32,881	338,061	503,000	164,939	67.21%	259,752
Repairs and Maintenance	160,076	1,498,974	1,858,362	359,388	80.66%	1,491,003
Outside Services	103,794	1,543,601	2,040,930	497,329	75.63%	2,256,429
Contingency			225,000	225,000	0.00%	
Subtotal Operating Expenses	1,573,900	13,246,189	17,017,580	3,771,391	77.84%	12,749,457
Capital						
Capital Improvements	\$ 761,857	\$ 3,186,509	10,537,513	7,351,004	30.24%	2,909,470
Subtotal Capital	761,857	3,186,509	10,537,513	7,351,004	30.24%	2,909,470
Total Expenses	\$ 2,335,757	\$ 16,432,698	\$ 27,555,093	\$ 11,122,395	59.64%	\$ 15,658,927
Excess Revenues						
Over (Under) Expenses	\$ (405,126)	\$ 3,284,277	\$ (3,806,606)	\$ 7,090,883		\$ 4,220,417

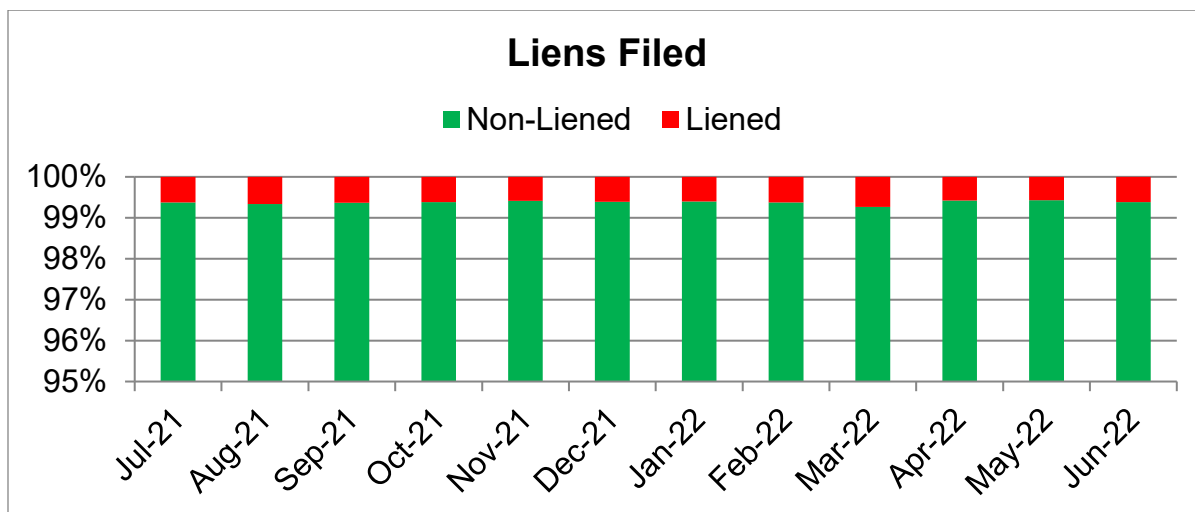
Total Capital expenses incurred and encumbered totalled \$13,866,847 or 131% of the capital budget. This includes funds encumbered in a prior fiscal year for projects that stretch across multiple fiscal years.

Accounts Receivable

The chart below illustrates customers' receivable status as a percentage of quarterly sewer billing. Paid or current balances represent approximately 80% billing.



The District serves approximately 33,160 customers. Currently, the District has 205 liens filed which represent approximately 1% of our customers.



Pending/Threatened Litigation

- Vehicle Accident – The District received a legal summons related to a vehicle accident involving a District vehicle. This claim is currently being handled through the District's General Liability Insurance provider, PRIA. PRIA has assigned the firm of Roberts, Reynolds, Bedard & Tuzzio, PLLC to represent the District.
- Beacon Lane – The District received a formal notice that a negligence claim is being made on behalf of a resident on Beacon Lane from injuries sustained as a result of septic and sewage over-flow at the property. We notified the District's legal counsel, the project engineers, the contractor, and the District's General Liability Insurance provider, PRIA.



LOXAHATCHEE RIVER DISTRICT

2500 JUPITER PARK DRIVE, JUPITER, FLORIDA 33458

TEL: (561) 747-5700

FAX: (561) 747-9929

D. Albrey Arrington, Ph.D. EXECUTIVE DIRECTOR

loxahatcheeriver.org

MEMORANDUM

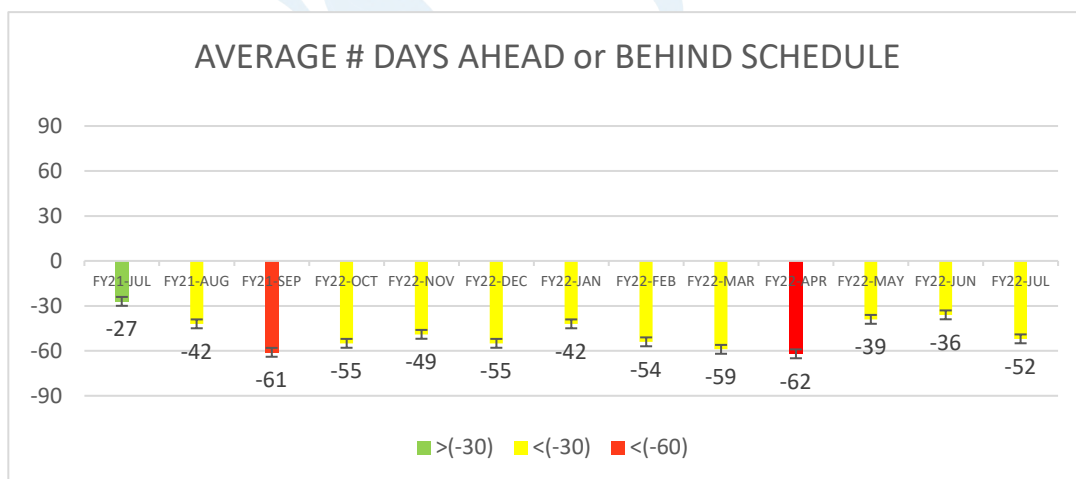
TO: D. Albrey Arrington, Ph.D., Executive Director
FROM: Kris Dean, P.E., Deputy Executive Director/Director of Engineering Services
DATE: July 13, 2022
SUBJECT: Capital Program and Engineering Services Report

Capital Projects

Capital Schedule (FLOAT = -52 Days)

The overall Capital Program schedule slipped through July with confirmed delays for Lift Station 082 Conversion, Rolling Hills Gravity Sewer and Headworks Generator Installation.

Additionally, the Lift Station Control Panel Replacement project was not presented to the Board in July and again is being postponed in August while staff re-evaluate the project scope and approach to ensure the best value to the District.



James D. Snyder
CHAIRMAN

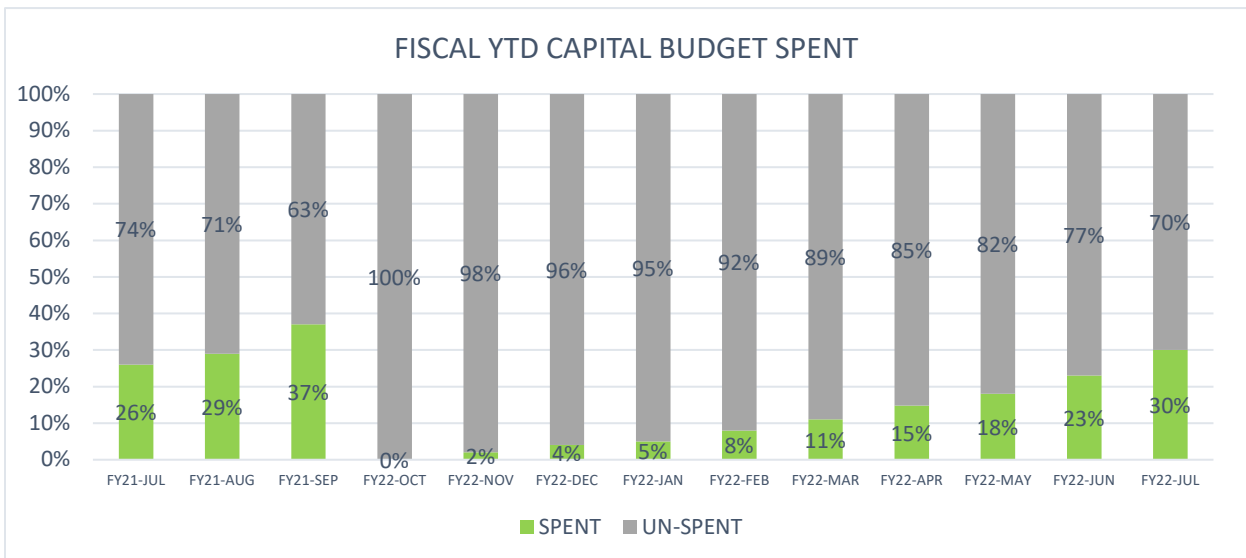
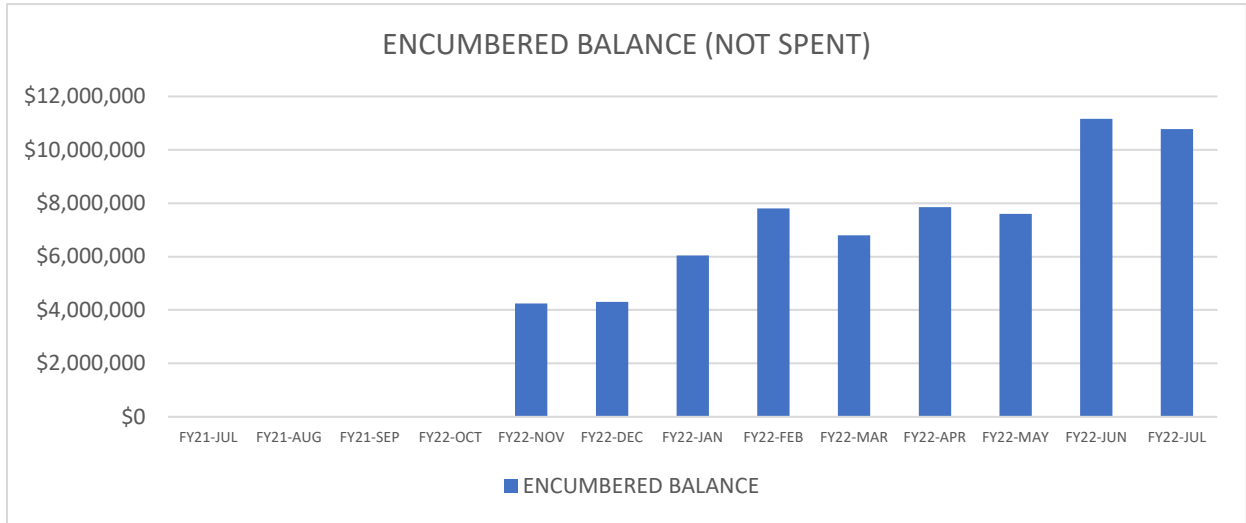
Gordon M. Boggie
BOARD MEMBER

Stephen B. Rockoff
BOARD MEMBER

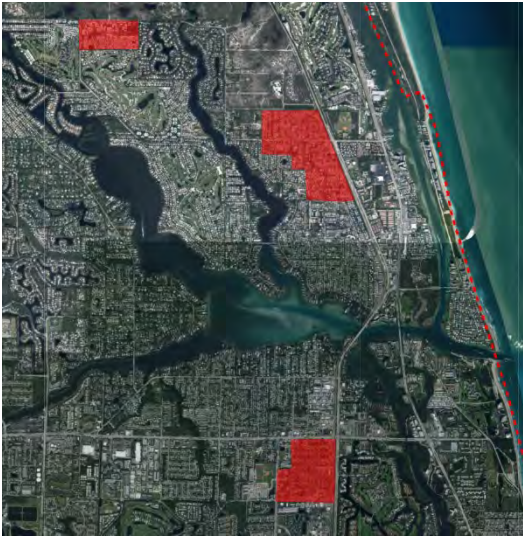
Dr. Matt H. Rostock
BOARD MEMBER

Capital Budget

Encumbered Balance (unspent encumbered funds) saw a large increase over June with award of the Lift Station Telemetry project. The spending rate increased over July. Staff anticipate continued increases through August and September;



In-house Projects



Gravity System Rehabilitation – Cleaning, TV Inspection and Lining: The contractor has mobilized and is working through LS018 collection system with an overall project schedule showing completion through LS041 collection system this fiscal year and LS054 collection system by December 2022.

Lift Station Rehabilitations General Construction Services: Site visits and design have commenced based on the prioritized inspection reports. Engineering is working on design and project set up in EAM to ensure the work moves into construction.

Work is complete at LS059. LS112, LS266 and LS089 are in scheduling. LS064 and LS233 are in design. The new work flow continues to work well with defined coordination between Collections, Inspections, Engineering and Construction.

Neighborhood Sewering/Remnant Properties:

5331 Center St.: Design and permitting are complete for 5331 Center Street. Staff is coordinating with a general services contract for pricing and installation. This project includes a single service to be installed in easements coordinated by the property owner. Staff anticipate completion by the end of September.

18041 and 18049 69th Terrace: The property owner at 18041 69th Terrace provided easements and requested staff install sewers to a proposed two-unit residential project. Design and permitting are complete. Staff is coordinating with a general services contract for pricing and installation. This project includes a double service to be installed in easements. Staff anticipate completion by the end of September.

18150 SE Woodbridge Lane: Staff is in design and permitting. The project includes a single service to be installed in right of way. Staff anticipate construction completion by September.

Other: Recent activity with Statutory Way of Necessity has postponed staff focusing on other remnant properties. Staff will begin working this Fall with IT and customer service to re-evaluate our system to confirm remnant areas on public right of way or with easement access have all been served.

Statutory Way of Necessity:

Jamaica Drive Low Pressure Sewer: Over the last two years staff has been coordinating with two property owners for utility easements to install sewers to their properties on Jamaica Drive without success. At this time both property owners have determined Statutory Way of Necessity is the preferred option and entered into letter agreements for staff to proceed on their behalf.

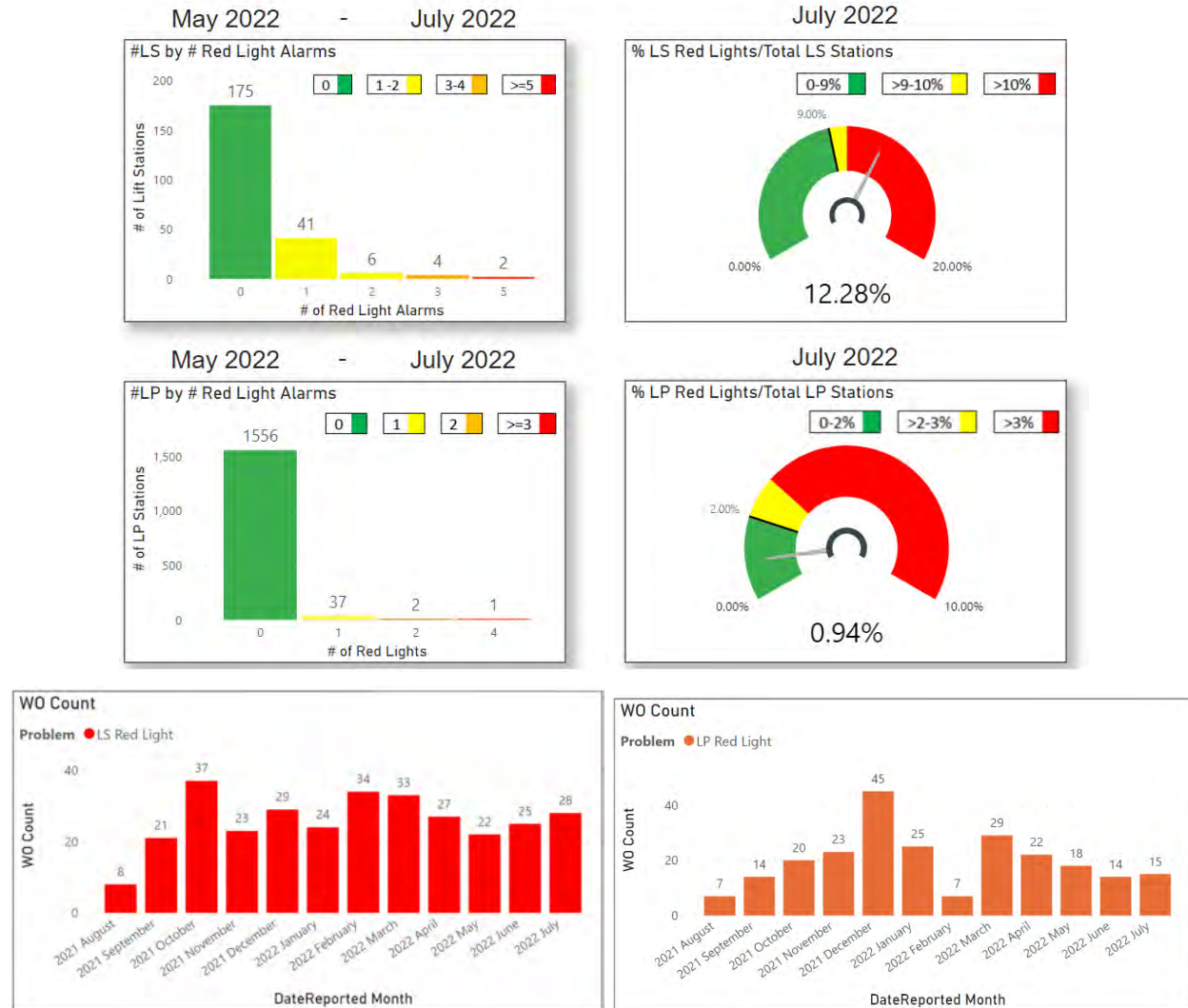
Design and permitting are complete. Staff are coordinating with a general services contract for pricing and installation. This project will include a 2" low pressure force main, two single services with connection to the existing low pressure main in Palm Wood Dr.



COLLECTIONS AND REUSE DASHBOARD

Lift Station Red Lights: This month the system experienced 39 total red lights. 28 lift station red lights (with 5 stations experiencing multiple red light events) and 15 low pressure red lights (with 1 station experiencing multiple red light events). Board requested trending is also provided this month.

Emergency Call Work Orders Dashboard

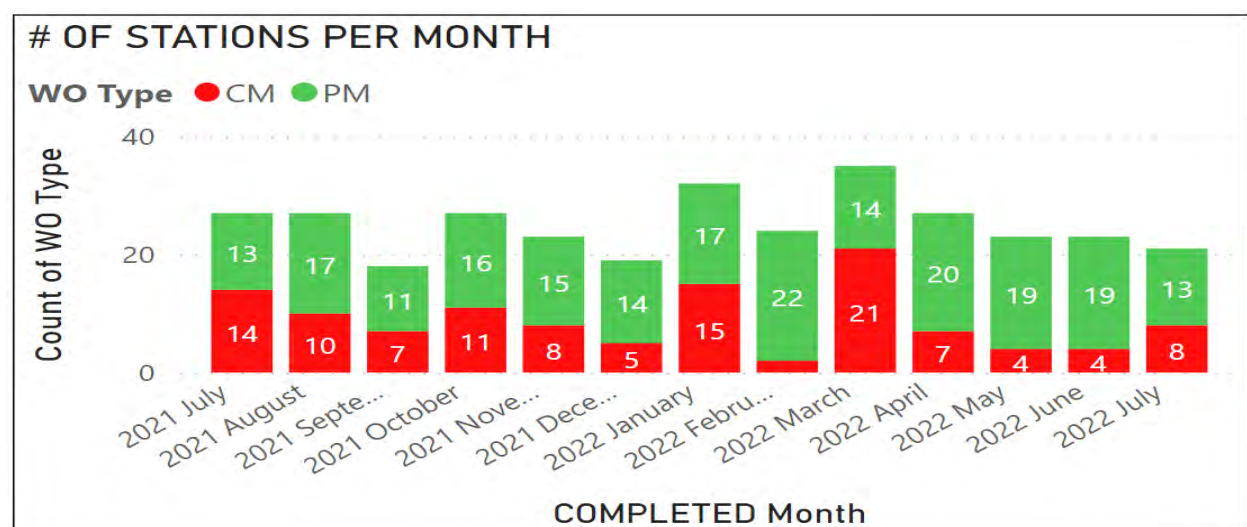
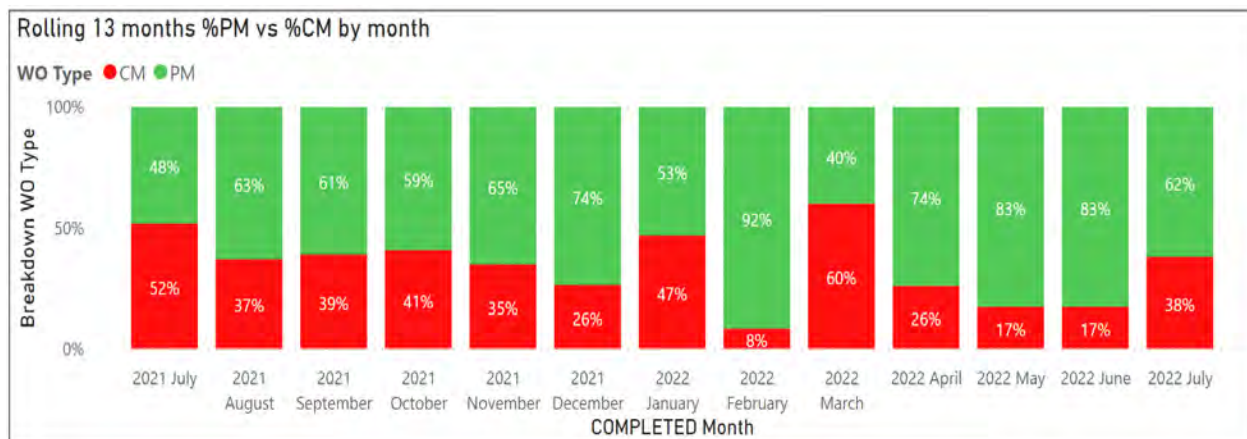


Air Release Valves: The ARV evaluation process has resulted in 150 ARVs inspected year to date (August 12, 2022). Of all inspected ARV's from beginning of reporting, January 2020, 111 are out of service. Board members have requested trending be provided for ARVs out of service. Staff are working on revisions to provide this.

MONTHLY ARV INSPECTIONS

Visits														Out of Service	
Year	January	February	March	April	May	June	July	August	September	October	November	December	Total	111	
2020	25	35	63	39	23	33	14	24	56	17	15	13	285		
2021	11	33	58	88	34	33	11	23	41	19	24	21	291		
2022	5	20	23	30	33	43	7	1					150		

Wet Well Cleaning: Unscheduled wetwell cleanings totaled 8 for the month.



UNAUTHORIZED DISCHARGES (fka SANITARY SEWER OVERFLOWS)

There were 3 unauthorized discharges in the collection-transmission-distribution system this month.

On July 14, 2022, the Loxahatchee River District (LRD) had an unauthorized discharge of 93,859 gallons of reclaimed water (aka irrigation quality water) from a 16" IQ main (IQ518-IQM24) located on Loxahatchee River Road, Jupiter, FL. The unauthorized discharge was caused when a contractor's directional bore installation damaged the 16 inch PVC pipe. The unauthorized discharge was stopped when LRD personnel closed system valves until repairs could be made. The unauthorized discharge flowed southeasterly along the westbound lane of Loxahatchee River Road and approximately 85 feet along the northern road brim of River Pointe Way into a storm drain system. The majority of the unauthorized discharge was absorbed into the soil. Twelve hundred (1200) gallons of liquid was recovered from the storm drain using a vacuum truck and discharged in the collection system.

On July 18, 2022, the Loxahatchee River District (LRD) had an unauthorized discharge of five (5) gallons of sewage at a private residence low pressure system (LP0616) located on Waterway Road, Jupiter, FL. The unauthorized discharge was caused by a cracked service check valve. The unauthorized discharge was stopped by LRD personnel by turning off the system and closing the isolation valve until a repair could be made. Three gallons of the unauthorized discharge were recovered, and two gallons were absorbed into the soil. The affected area was disinfected with lime. No known storm drains or bodies of water were affected.

On July 29, 2022, the Loxahatchee River District (LRD) had an unauthorized discharge of 300 gallons of sewage from a gravity main (LS134-GL18) on Ocean Drive in Juno Beach, Florida. The unauthorized discharge was caused by damage to the top of a 10 inch clay pipe during a contractor directional bore installation. The unauthorized discharge was stopped by LRD personnel by installing a plug in the line in an upstream manhole. Palm Beach County crews excavated soil down to pipe and LRD crews used vacuum trucks to excavate the contaminated soil around the pipe along with ground water and the unauthorized discharge when making the repair. Three hundred and sixty (360) gallons of liquid was recovered of which 60 gallons was potable water used to assist in excavation. A total of six (6) cubic yards of soil was excavated by LRD crews from immediate area and brought back to the vacuum truck dump facility for proper disposal. No known storm drains or bodies of water were affected.



LOXAHATCHEE RIVER DISTRICT

2500 JUPITER PARK DRIVE, JUPITER, FLORIDA 33458

TEL: (561) 747-5700

FAX: (561) 747-9929

D. Albrey Arrington, Ph.D. EXECUTIVE DIRECTOR

loxahatcheeriver.org

MEMORANDUM

TO: Albrey Arrington, Ph.D., Executive Director

FROM: Jason A. Pugsley, P.E., Operations – Plant Manager

DATE: August 10, 2022

SUBJECT: July 2022 Operations Department Monthly Report

Treatment Plant Division/Maintenance Department

Overall, the month of July was productive with all monthly reports prepared and submitted on time. There were no permit exceedances this month. The treatment plant generally operated efficiently and met all treatment objectives. During the month, influent flows to the plant were on the same order of magnitude as the previous month. The plant experienced two (2) unauthorized discharges during the month July. The first unauthorized discharge resulted in approximately 5-gallons of secondary effluent being released onto the ground. The discharge occurred as a result of the vacuum truck losing vacuum while cleaning out the injection well screen structure. The second discharge resulted in approximately 135-gallons of highly disinfected reclaimed water being released onto the ground due to the development of a crack in a 2-inch diameter, PVC plant water fitting. All discharge areas were disinfected with lime and reported to the appropriate regulatory agencies.

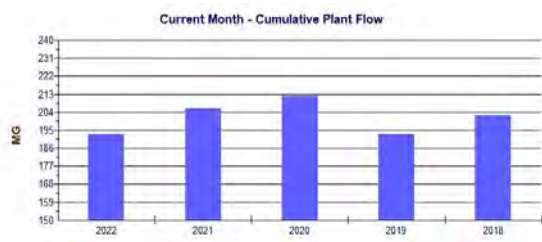
James D. Snyder
CHAIRMAN

Gordon M. Boggie
BOARD MEMBER

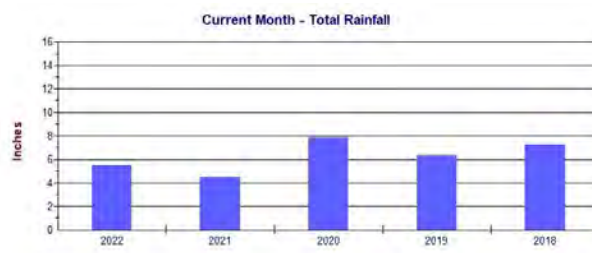
Stephen B. Rockoff
BOARD MEMBER

Dr. Matt H. Rostock
BOARD MEMBER

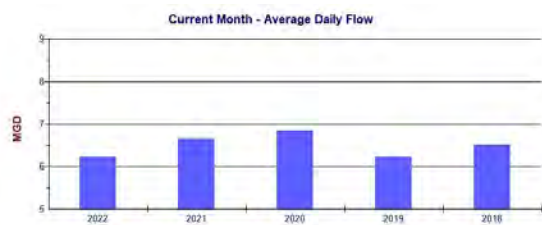
Graphical summaries of the plant flows and rainfall during the month of July, including comparisons with plant flows during the previous month (i.e., June 2022), are presented below.



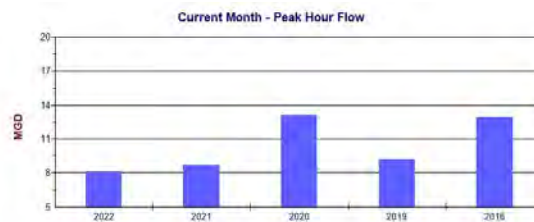
The Cumulative Influent Flow to the plant for the month of July was 193.01 million gallons. This is slightly less than the June flow of 197.00 million gallons.



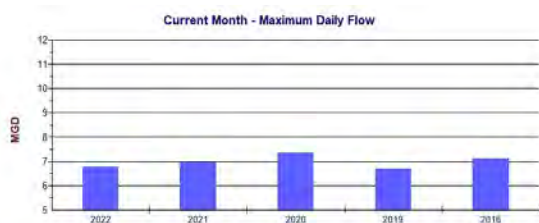
5.51 inches of total rainfall was recorded at the plant site during the month of July. This is less than the June rainfall recorded of 8.82 inches.



The Average Daily Flow (ADF) for the month of July was recorded at 6.23 MGD compared to 6.57 MGD during the month of June and 6.65 MGD during July 2021.

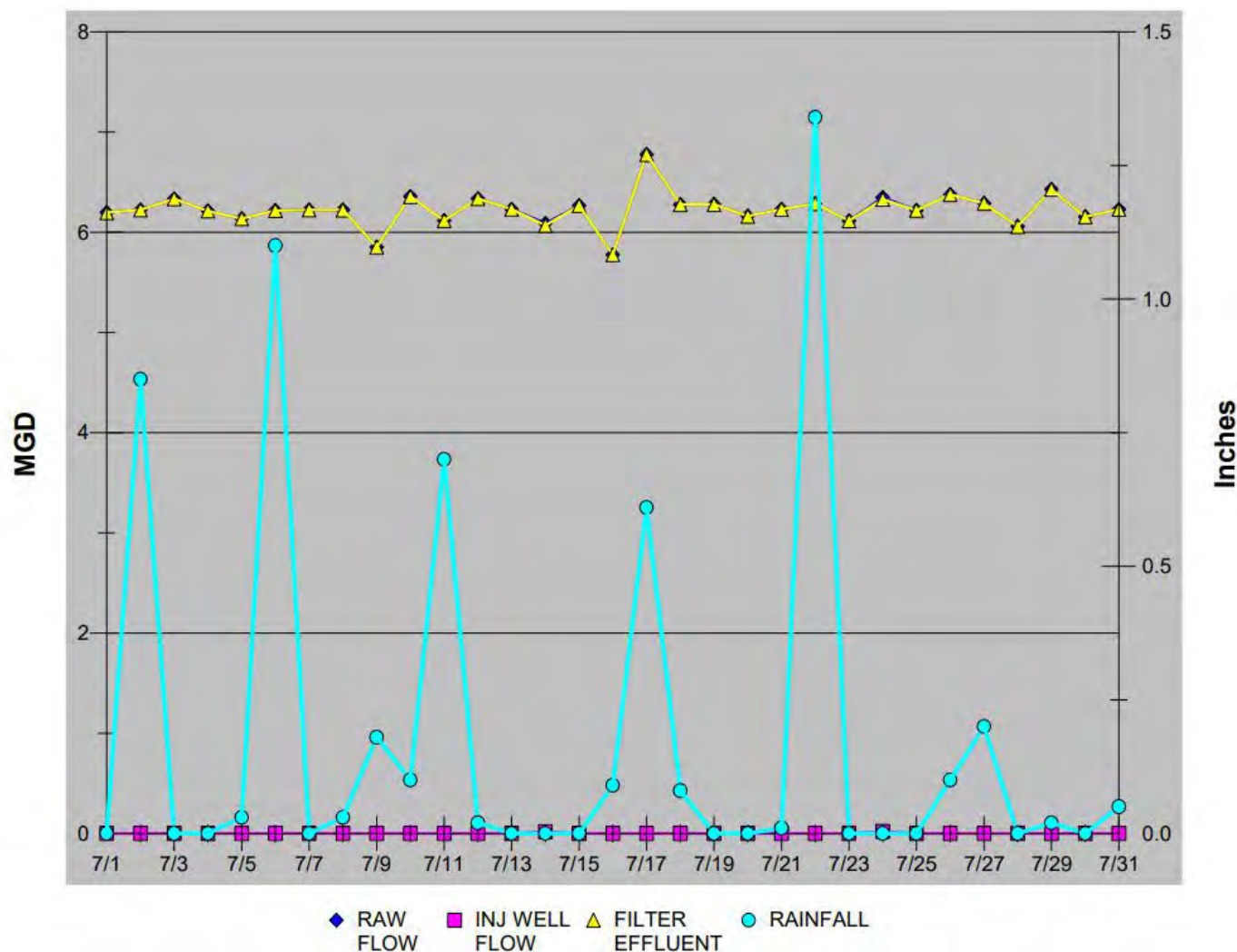


The Peak Hour Flow (PHF) for July was 5,639 GPM which equates to an equivalent daily rate of 8.12 MGD. This is a decrease when compared to the PHF for June of 7,659 GPM (11.03 MGD).



The Maximum Daily Flow (MDF) in July was 6.78 MGD. This is less than the MDF for June of 7.70 MGD.

For the month of July, 99.98 % or 192.97 MG of the cumulative influent flow to the plant was sent to the IQ storage system where it was distributed, as needed, to the various golf courses and the Abacoa development sites. A total of 0.04 MG of blended effluent was diverted to the Deep Injection Well. The plant delivered a total of approximately 199.44 million gallons of IQ water to the reuse customers during the month of July.



Year to date (i.e., Calendar Year 2022), approximately 82.87% of all influent flow to the plant was treated and available for reuse as IQ water. The total volume of IQ water distributed to reuse customers for the year stands at 1,354.13 million gallons.

All monthly reporting was submitted on time.

Treatment Plant:

Operations Staff continued to work diligently to perform routine monitoring, sampling and general maintenance of equipment and structures. Staff also completed special projects during the month including working with District Staff from Maintenance and the Construction Department to replace the southern manual bar rack at the injection well screening structure. This project required significant coordination amongst District Staff since it required the screening structure to be completely removed from service, drained and the execution of significant confined space entry procedures including extensive lock out/tag out. The screening structure is located upstream of the injection well pump station and is intended to remove and prevent larger inorganic solids from being discharged to the District's deep injection well. As part of previous preventative maintenance work completed at the structure, it was discovered that the bottom 3 to 4-feet of the existing screens were blocked due to the accumulation of scale (i.e., precipitation) associated with introduction and mixing of nano-concentrate at the structure. This blockage is significant because if not addressed it could potentially create a significant hydraulic restriction resulting in higher than necessary water levels within upstream process systems. Staff previously attempted to clean and clear the blockages on the screen, in-place, but were not able to. Based on this, Staff coordinated with a local metal shop to fabricate a replacement screen. Staff was hopeful that upon removal of the existing screen from the structure, it could be sand blasted and then used to replace the second screen in the north section of the structure. Unfortunately, upon removal and inspection of the existing bar rack, Staff determined that the existing rack was not salvageable.



IW Screen Structure – Confined Space Entry



IW Screen Structure – Existing Screen



Uninstalled



IW Replacement Screen - Installed

During the month of June, Operations also worked with the Construction Team to repair a segment of PVC plant water piping which failed. The failure resulted in one of the two unauthorized discharges which occurred at the plant during the month of July. District Operators worked safely and efficiently to identify the source of the below grade leak and isolate the affected segment of plant water piping. The following morning, members of the Construction Team completely exposed the piping and made the necessary repairs.



Process Water Piping Excavation



Process Water Piping Repair

Maintenance Department:

The Maintenance Department continued to efficiently perform planned maintenance (PM) tasks over the last monthly period. In addition to the completion of standard PM tasks, the Maintenance Department addressed non-routine maintenance items as well as “special projects.” A few examples of these types of projects are presented below.

Operations was having intermittent operational issues with the performance and reliability of one of the two process air blowers dedicated to the sludge storage tank. During this period the Maintenance Team replaced multiple failed drive belts and addressed significant operational noise. After confirming that there were no vibrational or belt alignment issues, Staff replaced the affected blower with an uninstalled spare blower which was maintained onsite. The blower replaced will be sent off to the manufacturer for inspection and repair. Staff was able to complete the blower replacement without any unscheduled downtime.



Sludge Storage Tank - Process Air Blower Replacement

During a daily site walk through, the Chief WWTP Operator identified an opportunity to improve site safety and facility resiliency by installing traffic protection bollards around the above grade piping adjacent to the return activated sludge (RAS) pump station. The Maintenance Team installed a total of five (5) bollards and painted them with high-visibility paint which will call more attention to the piping and increase awareness of vehicle/equipment operators onsite.



New Traffic Protection Bollards at RAS Pump Station

Lastly, the Maintenance Team worked quickly and efficiently to replace a failed drive motor on one of the two mechanical bar screen units located at the headworks of the WWTP. Mechanical screening units are one of the most critical pieces of equipment at any WWTP since they remove inorganics (i.e., rags, plastics, hygiene products and toilet paper) from the influent process stream which could impact the performance of downstream mechanical and biological treatment processes. Additionally, if left unchecked, non-operational screening units become blocked and could cause an overflow of the headworks structure due to the resulting hydraulic restriction induced. The District's WWTP is equipped with a total of two mechanical screening units and a bypass channel, therefore, overflow of the structure was not an immediate concern.



Replacement of Mechanical Bar Screen Drive Motor



LOXAHATCHEE RIVER DISTRICT

2500 JUPITER PARK DRIVE, JUPITER, FLORIDA 33458

TEL: (561) 747-5700

FAX: (561) 747-9929

D. Albrey Arrington, Ph.D. EXECUTIVE DIRECTOR

loxahatcheeriver.org

MEMORANDUM

TO: Albrey Arrington, Ph.D., Executive Director
FROM: Bud Howard, Director of Information Services
DATE: August 11, 2022
SUBJECT: Information Services Monthly Governing Board Update for July 2022

WildPine Ecological Laboratory Riverkeeper Project

In July, the lab staff and our partners collected water quality samples from 30 monitoring stations throughout the watershed. In addition, a total of 69 fecal indicator bacteria samples were tested in support of additional testing for the weekly bacteria monitoring program, and the additional monthly testing in Jones and Sims Creeks.

The overall water quality score for July 2022 scored "Fair" with 72% of all samples meeting the EPA/DEP water quality criteria. This was slightly worse than last month's score of 76%, but better than last year's score of 57% for July (see score card below).

Total Nitrogen scored "Good" during July with 93% of sites meeting the water quality criteria, which was up from last month's score of 88% but down from last year's almost perfect score of 98%. *Total Phosphorus* scored "Fair" with 70% of sites meeting the criteria, which was down from last month's score of 75% and better than last year's 62%. *Chlorophyll*, which has historically poor water quality in the summer months, dropped to a "Poor" score of 47%, down from a "Fair" score of 69% last month, but better than last year's very low score of only 18% of the sites meeting the stringent water quality criteria. For the combined *Fecal Indicator Bacteria* (fecal coliforms in all waters, enterococci in marine and brackish waters and *E. coli* in fresh waters), July scores were identical to last month's "Fair" score at 75% of the sites meeting the criteria, and better than last year's "Poor" score of 51%.

James D. Snyder
CHAIRMAN

Gordon M. Boggie
BOARD MEMBER

Stephen B. Rockoff
BOARD MEMBER

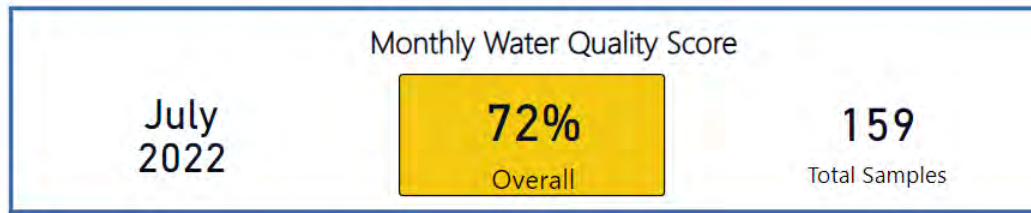
Dr. Matt H. Rostock
BOARD MEMBER

7/1/2021 7/31/2022

Loxahatchee River District Water Quality Scorecard

Results scored to FDEP/EPA Water Quality Criteria

Green - Good: 80% - 100%
Yellow - Fair: 60% - 79.9%
Red - Poor: < 60%



TN: Total Nitrogen, TP: Total Phosphorus, CLA: Chlorophyll a, BAC: Enterococci and E. coli bacteria

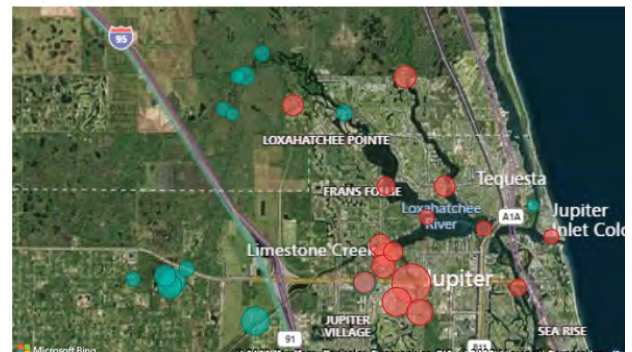
Year	Month	# Samples	Overall Score	# TN Samples	Total Nitrogen Percent Good	# TP Samples	Total Phosphorus Percent Good	# CLA Samples	Chlorophyll Percent Good	# BAC Samples	Bacteria Percent Good
2022	July	159	72%	30	93%	30	70%	30	47%	69	75%
2022	June	123	76%	16	88%	16	75%	16	69%	75	75%
2022	May	119	84%	21	95%	20	85%	20	80%	58	81%
2022	April	147	82%	26	96%	27	81%	27	48%	67	91%
2022	March	123	88%	16	100%	16	100%	16	88%	75	83%
2022	February	153	86%	26	88%	26	88%	26	85%	75	84%
2022	January	152	88%	28	100%	28	89%	28	79%	68	85%
2021	December	126	87%	17	100%	17	94%	17	76%	75	84%
2021	November	129	86%	26	92%	26	92%	26	31%	51	82%
2021	October	164	70%	28	100%	28	75%	28	50%	80	64%
2021	September	164	67%	24	96%	24	83%	24	50%	92	60%
2021	August	184	66%	26	77%	26	73%	26	65%	106	62%
2021	July	243	57%	55	98%	55	62%	55	18%	78	51%
Total		1986	76%	339	94%	339	80%	339	59%	969	74%

Spatial Distribution of Water Quality Results

In July, Chlorophyll results met the water quality criteria at only 14 out of 30 sites. Water temperatures are warming up and increasing productivity, so it is not surprising that we are seeing algal growth resulting in "Poor" chlorophyll results. Station 75 at Indiantown Road and Jones Creek had the highest value at 28 µg/L. The other "Poor" scoring stations were scattered throughout the estuary which has stricter quality criteria than the freshwater sites. The sites Northwest Fork ranged from 11 to 4 µg/L and the Southwest Creeks (Jones and Sims) ranged from 28 to 8 µg/L.

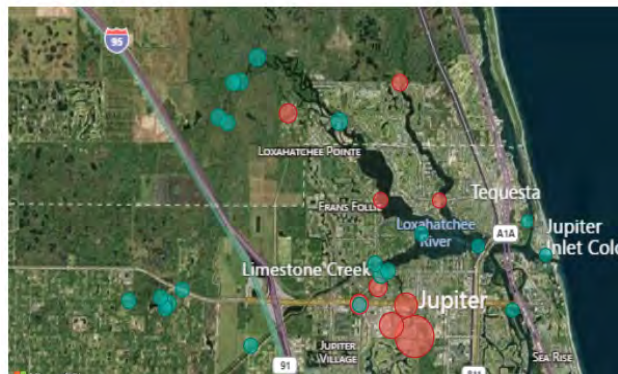
Chlorophyll a (ug/L)

CHL_Score GOOD POOR



Total Phosphorus (mg/L)

TP_Score ● GOOD ● POOR

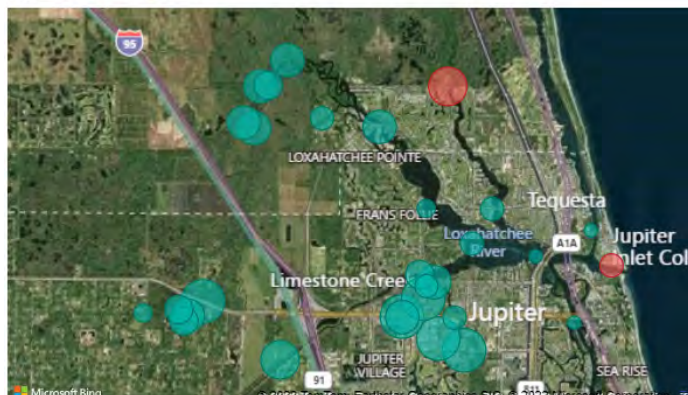


Total Phosphorus results scored “Good” at 21 out of 30 sites in July. Like chlorophyll, the highest concentrations of TP were in the Southwest Fork creeks (Jones and Sims). The Toney Penna Footbridge (TPJ) in Jones Creek had the highest result at 0.3 mg/L, which is 4 times higher than the EPA/DEP Numeric Nutrient Criteria (0.075 mg/L) for that basin. The other “Poor” stations in that area ranged from 0.3 to 0.08 mg/L. In contrast, the North and Northwest Forks also had sites that scored “Poor” due to their stricter Numeric Nutrient Criteria for those regions, with results ranging from 0.08 to 0.03 mg/L.

Total Nitrogen results scored “Good” at all but two sites in June. Station 55, at Countyline Road Bridge, had the highest value at 1.0 mg/L, relative to the Numeric Nutrient Criteria of 0.8 mg/L. Station 10, in the NWF Bay, at 0.9 mg/L was also above the criteria for that site (0.6 mg/L). All of the other 28 stations had nitrogen values of 1.1 or below and scored “Good”.

Total Nitrogen (mg/L)

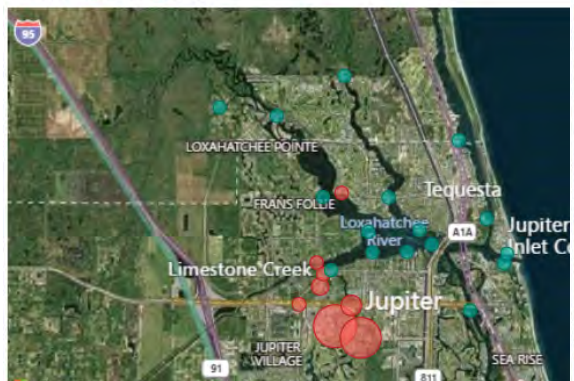
TN_Score ● GOOD ● POOR



The fecal indicator bacteria results scored “Fair” for the second month in a row. Jones/Sims Creeks dramatically increased from the thousands in June to the tens of thousands in July. For Enterococci (see map below left), the preferred indicator bacteria for salt and brackish waters, two stations in Jones Creek are consistently high. This month, Caloosahatchee culvert (CALC) had the highest enteric count at 12,033 MPN/100 mL. The Toney Penna Footbridge (TPJ) was second highest at 11,199 MPN/100 mL. Station 75 in Jones Creek at Indiantown Road was third highest at 3,076 MPN/100 mL. Sims Creek also scored “Poor” with the highest station being the mobile home park (Station 735) on Center Street at 1,777 MPN/100 mL. For E. coli (see map below right), the preferred indicator bacteria for freshwater, all stations scored “Poor” except two sites.

Enterococci Bacteria - Criteria: 130 MPN/100mL

ENT_Score ● GOOD ● POOR



E. coli Bacteria - Criteria: 410 MPN/100mL

ECOL_Score ● GOOD ● POOR



20-Acre Property Water Quality and Sediment Testing

Lab staff began testing water quality samples, and planning sediment sampling and analysis, for the District's 20-acre parcel and adjacent reference sites to assess the conditions in support of possible remediation and restoration of the site. A set of water samples was collected in July and tested for our regular parameters. Preliminary results did not show anything unusual or notably different from the surrounding stations. We evaluated the results of these new sites along with our nearby Riverkeeper stations for Numeric Nutrient Criteria water quality criteria and all parameters scored "Good" as indicated on the maps below. Results are published on our website within our Riverkeeper Project data visualization tools. We plan to test sediments in September in coordination with our contract laboratory who will perform the analyses.



E. coli Bacteria - Criteria: 410 MPN/100mL

ECOL_Score ● GOOD ● POOR



Chlorophyll a (ug/L)

CHL_Score ● GOOD ● POOR



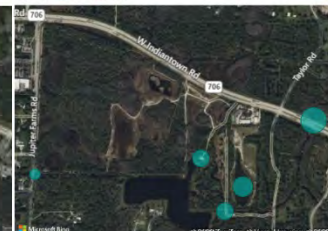
Total Phosphorus (mg/L)

TP_Score ● GOOD ● POOR



Total Nitrogen (mg/L)

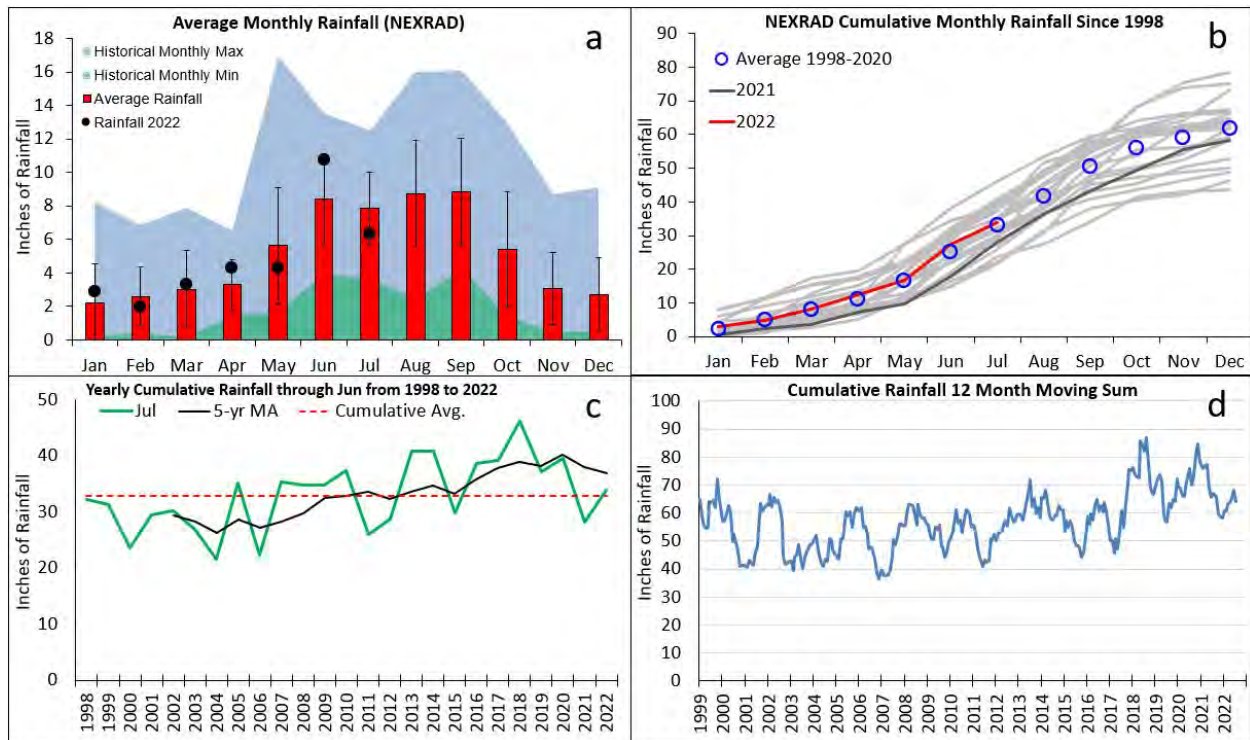
TN_Score ● GOOD ● POOR



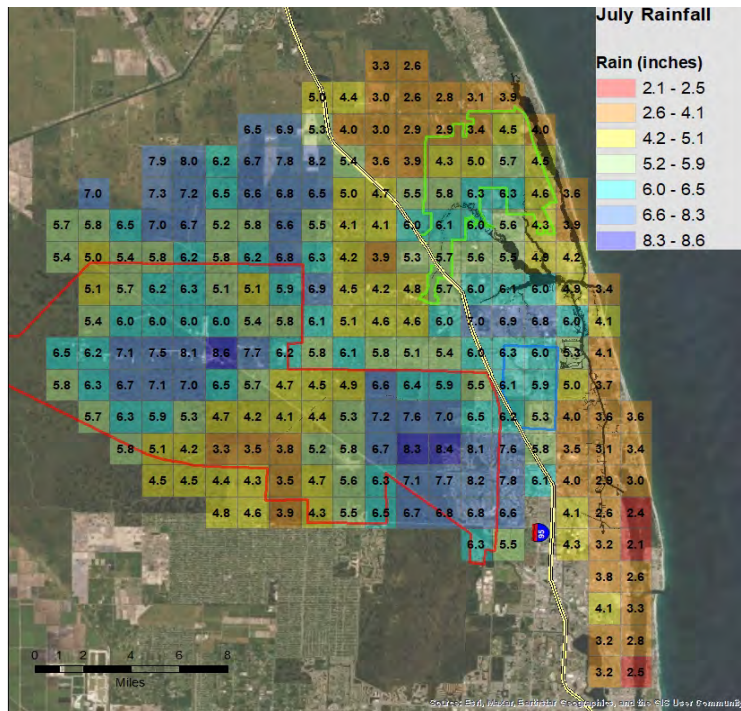
Hydrologic Monitoring

Rainfall measured across the watershed during July averaged 6.3", which was about 20% below the 7.9" historical average for the month (panel 'a' in figure below) and about 39% below the 10.3" monthly rainfall measured during July 2021 (the wettest month last year). Rainfall was detected within the watershed during 28 days in July, but there were no substantial storms and the highest single-day total was 0.8" recorded on July 16.

Despite the lower rainfall in July, the year to date total for 2022 continues to generally follow historical averages, driven largely by the higher than average rains in January, April and June (panel 'a' in figure below). Cumulative rainfall through July was 33.9", about 1", or 3% higher than the historical average of 32.9" (panel 'b' in figure below), but remains substantially higher than during the same period last year which had 28.1" through July (panel 'c' in figure below). The rolling 12-month rainfall sum (August 2021 – July 2022) is 64.1", which is slightly below the 67.0" measured during the same 12-month period last year (panel 'd' in figure below).



Figures above display various measures of rainfall. Panel (a) shows average monthly rainfall from 1998 to 2021 (red bars; error bars indicate ± 1 sd). Black dots indicate monthly rainfall for 2022. The blue and green shaded areas show the maximum and minimum rainfall ever recorded for each month. Panel (b) shows monthly cumulative rainfall for each year since 1998. Red line indicates cumulative rainfall during 2022; dark gray line indicates rainfall during 2021. Blue circles are monthly cumulative average rainfall measured between 1998-2021. Panel (c) shows cumulative annual rainfall using NEXRAD radar-based data. Green line indicates cumulative rainfall through indicated month for each year since 1998, when the radar-based rainfall measurements began. Black line is the 5-year moving average across all years and red dashed line shows cumulative average through indicated month. Panel (d) shows cumulative 12-month moving sum of monthly rainfall.



The spatial distribution of rainfall across the watershed ranged from 2.1" of rain to a maximum of 8.6" (figure left). Rainfall during July exhibited the typical wet season distribution where the highest amounts of rain were inland (generally west of I-95) and driest along coastal areas. This month, the areas of highest rainfall occurred within the C-18 basin (red outline in figure) which includes Loxahatchee Slough and Pine Glades Natural Area. The Hungryland Wildlife Conservation Area also experienced high rainfall during July.

The driest regions were mostly east of I-95 along the coast with Juno experiencing the lowest rainfall.

Rainfall distribution across the watershed using NEXRAD data. Each pixel represents an area of 2 km x 2 km. Blue colored pixels show highest rainfall and red pixels show lowest rainfall. For reference, the red line is the C-18 basin which includes portions of J.W. Corbett WMA, Loxahatchee Slough, and Pine Glades Natural Area; green line shows Jonathan Dickinson State Park boundary, light blue line shows the Abacoa development.

River flow measured at Lainhart Dam averaged 67 cfs throughout July with peak flow of 137 cfs measured July 3. Flow generally decreased through the remainder of the July remained above 50 cfs and were sufficient to maintain salinity at River Mile 9.1 at 0.3 ppt, well below the 2.0 ppt maximum salinity threshold. There was no measurable flow through the S-46 water control structure throughout July. Flows at Lainhart Dam in August have been unusually low averaging only 45 cfs, and even dipped to 37 cfs on August 8.



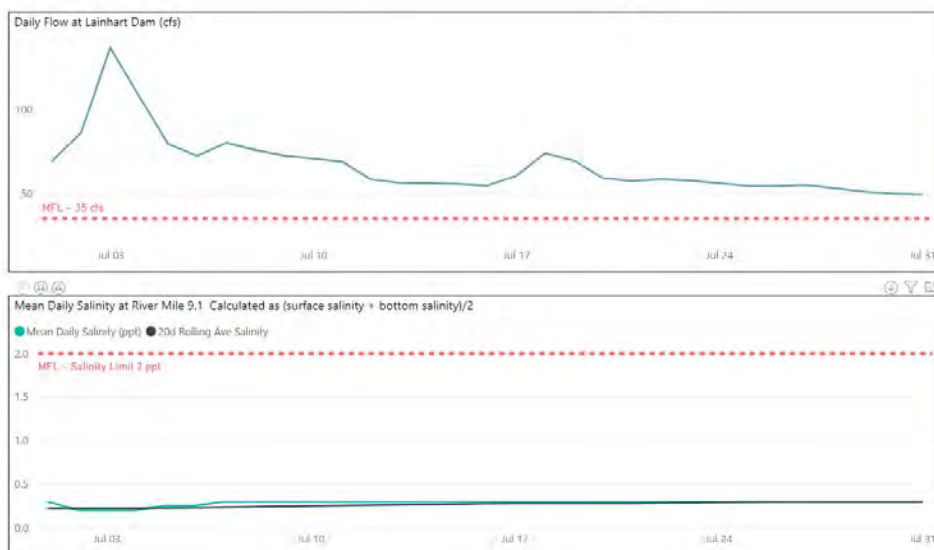
Loxahatchee River District
WildPine Laboratory
www.loxahatcheeriver.org

Loxahatchee River Flow at Lainhart Dam and Salinity at River Mile 9.1 Relative to the Minimum Flow & Level (MFL)
Data from USGS. MFL Exceedance when Flow is less than 35 cfs for 20 consecutive days or Salinity 20d rolling average is greater than 2 ppt.

Date Selector - Slide ends of bar to change dates or enter dates in boxes

7/1/2022 7/31/2022

South Florida Water Management District's
Real-time Flow Data Available [HERE](#)



Days of Flow Less Than MFL
for Selected Dates
0

Average flow (cfs) for
Selected Dates
66.6

Days of Salinity MFL
Exceedance
0

Average Salinity (ppt) for
Selected Dates
0.29

Flow measurements for July 2022 through the Lainhart Dam (top graph) with salinity at River Mile 9.1 (bottom graph).

Oyster Spat Monitoring

Oyster spat settlement evaluation for the 28-day period ending July 27 showed continued strong oyster settlement activity, as anticipated, in both forks of the river. In the Northwest Fork, average spat density was 10,155 spat m² with 77% of the activity occurring at the downstream site. This density is lightly below the historical period average of 12,472 spat m². This is below the 14,978 spat m² counted last month but higher than 9,895 spat m² counted during same period last year. Incidentally, July typically marks the peak of oyster spat settlement in the Northwest Fork.

Oyster spat settlement in the Southwest Fork was lower than the NWF at 4,839 spat m² with 68% of settlement activity occurring at the downstream site. Spat density was less than the period average of 6,157 spat m² but considerably higher than the 1,960 spat m² counted during same period last year.

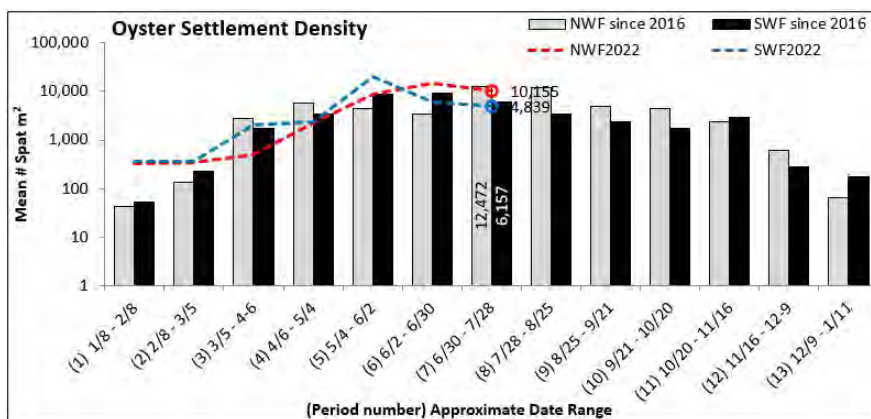
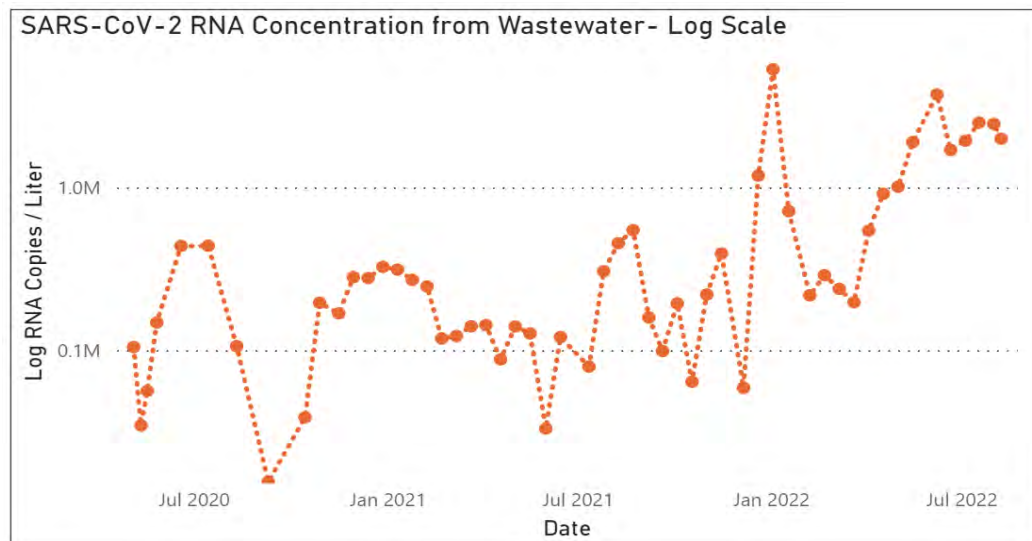


Figure shows mean oyster spat settlement for the Northwest Fork (gray bars) and the Southwest Fork (black bars) since 2016. Dashed lines show oyster spat settlement so far for 2022 in the NWF (red) and SWF (blue). Note logarithmic scale of vertical axis.

Wastewater Surveillance of COVID-19

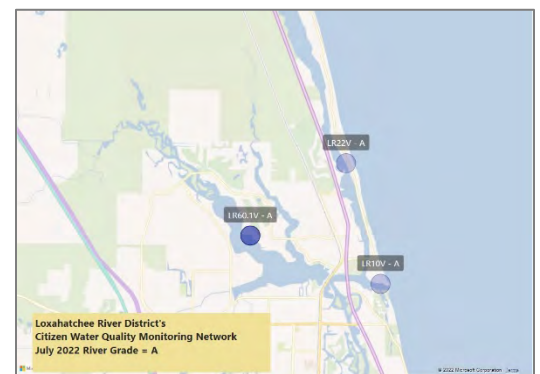
The wastewater surveillance monitoring for July continues to show that SARS/COVID-19 is still very prominent in our community. The recent spike in virus concentration that peaked in our June 8 sample, was followed by several observations only marginally lower concentrations on July 5th, 18th and August 1st and 8th.

We have some exciting news regarding our wastewater surveillance program that we will feature in this month's watershed status report.



Volunteer Water Quality

In contrast to some of the RiverKeeper water quality results, the overall Volunteer Water Quality grade for July 2022 scored an “A” with all sites and parameters having excellent scores. These observations are driven largely by the locations of our present volunteer monitoring sites that are in the lower estuary and benefiting from high flushing of marine water through Jupiter Inlet and low stormwater inputs.



Site	Temp (F)	Secchi	Salinity	pH	DO	DO%	Color	Vis	Salt	pH	DO	DO%	Color	Score	Grade
LR10V	28.0	6.00	34.3	8.1	6.5	100.6	1.0	A	A	A	A	A	A	100.0	A
LR22V	29.0	0.70	32.0	8.4	6.3	97.8	1.0	VAB	A	A	A	A	A	100.0	A
LR60.1V	27.5	1.20	25.0	8.1	6.0	87.4	1.0	A	A	A	A	A	A	100.0	A
Average	28.2													100.0	A

VAB (Visible at Bottom)

DO (Dissolved Oxygen)

ND (No Data)

Customer Service

Payment Processing

Distribution of the 3rd quarter billing began on July 14 and the Customer Service Team was busy processing over 9,500 payments from our quick paying customers, totalling over \$1.3M. The 3rd quarter bills are due August 17.

Customer Information & Billing System Implementation

In July we had a very productive meeting with the technical staff from Edmund's to review our present database structure and content for mapping out the data conversion into the system. The team has repeatedly complimented us on our extensive knowledge of our current database system, which will smooth our implementation. Late this month two members of the Edmund's implementation team will be on-site to review and discuss our workflow and business processes. We are still targeting a go-live late this year or early 2023.

Information Technology (IT)

CMMS Improvements

The IT team worked closely with Finance division to update both the workflow and reporting for warehouse stock issues. Previously, the warehouse staff would need to type in an account number cost code for each transaction. This process would rely on staff to lookup or rely on memory the expected cost code for each issue transaction. In addition, there was no validation on the typed in account number so the report would sometimes need some corrections.

In the new process, when parts are issued to an asset/work order, a default cost code from the asset/work order is used on the transaction. If the pre-filled cost code for that transaction needs to be changed, the warehouse staff may override with a different cost code picked from a list.

With the improvements to the workflow and reporting, the data will now flow more seamlessly over to the accounting team to allocate stock and expenses to the correct department and cost code.

Stock Issues by Department											
Trans#	Date	Parent	WO#	Equipment	Issued To	Department	Part ID	Part Description	Price	Qty	Amount
Dept: 40-50											
Cost Code: 552000											
171558	08/08/2022	1818650	1818650	ENGSUP	JWEAVER	ENGINEERING	GREEN- SPRAYPAINT	NATURE GREEN MARKING PAINT NOTES	\$3.63	12	\$43.52
Total Cost Code: 552000											\$43.52
Total Dept: 40-50											\$43.52
Dept: 40-51											
Cost Code: 552000											
171540	08/08/2022	1818617	1818617	CONSUP	JBROADRICK	CONSTRUCTION	BLACK- SPRAYPAINT	Spray Paint - Black	\$5.14	3	\$15.42
171559	08/08/2022	1818655	1818655	CONSUP	RSPIRES	CONSTRUCTION	INSULATED- PROBE	5-1/2" INSULATED PROBE	\$69.93	3	\$209.79
Total Cost Code: 552000											\$225.21

Firewall Improvements

The IT department is consistently striving to improve the security of our systems. We recently completed a review of best practices with our security consultant which resulted in several key improvements to our firewall, including implementation of additional policies, and modification and clean-up of existing rules.

In the coming months, additional improvements are scheduled to further protect the District from network-based threats, including machine learning powered analysis to mitigate “zero-day” attacks.


Loxahatchee River Environmental Center

August 2022



River Center Summary Statistics

LRD'S ENVIRONMENTAL STEWARDSHIP DASHBOARD

	Environmental Stewardship Im pact <small>(%ES Impact = (Total Visitors x ES Index) / Monthly Target)</small>	Environmental Stewardship Index	Total Visitors <small>(incl. Visitors, Field Trips, Grading Programs)</small>	Average Program Participation <small>(Attendance / Participation to Capacity of Program)</small>	Volunteer Engagement	1st Time Visitors	Visitor Satisfaction	Staff Overall Program Assessment	Expenses	Program Revenue	
Benchmark / Customer Expectation	% of Target	Monthly Average <small>(Max Rating is 9)</small>	% of Target	% of Capacity	% of Target	% of Target	Rating Average <small>(Max Rating is 5)</small>	Rating Average <small>(Max Rating is 5)</small>	% within budget	% of Target	
Blue Level	≥ 110%	≥8	≥ 110%	≥ 95%							
Green Level	≥ 90%	≥7	≥ 90%	≥ 75%	≥ 90%	≥ 90%	≥4	≥7	≥ 85% but ≤ 105%	≥ 90%	
Yellow	≥ 75%	≥5	≥ 75%	≥ 50%	≥ 75%	≥ 75%	≥3	≥5	≥ 80%	≥ 75%	
Red	<75%	<5	<75%	<50%	<75%	<75%	<3	<5	<80% or > 105%	<75%	
2019 Baseline	134%	7.3	44%	83%	121%	124%	4.7	7.8	97%	128%	
2020 Baseline	62%	7.6	28%	50%	70%	65%	4.6	7.8	81%	103%	
2021 Baseline	188%	8.1	112%	83%	102%	275%	4.7	7.8	92%	85%	
2021	July	371%	8.1	205%	87%	154%	4.5	8.1	115%	49%	
	Aug	355%	8.1	160%	85%	175%	4.7	8.0	107%	86%	
	Sept	237%	7.6	192%	85%	66%	519%	4.6	7.8	91%	83%
	Oct	60%	7.8	77%	81%	92%	155%	5.0	7.8	104%	90%
	Nov	76%	8.0	75%	87%	112%	156%	4.9	7.9	89%	101%
	Dec	74%	8.1	67%	86%	63%	193%	4.9	7.6	95%	120%
2022	Jan	44%	8.4	65%	73%	65%	236%	4.9	7.6	98%	111%
	Feb	45%	7.8	79%	90%	109%	235%	4.5	8.1	99%	98%
	Mar	82%	8.2	91%	90%	96%	110%	4.7	8.2	103%	103%
	A pr	82%	8.6	104%	75%	136%	173%	4.9	7.9	97%	87%
	May	45%	8.1	55%	86%	55%	147%	5.0	7.9	100%	153%
	June	139%	8.4	86%	92%	105%	107%	4.8	8.0	100%	122%
	July	152%	8.3	93%	84%	134%	164%	4.5	7.9	101%	123%
Consecutive Months at Green	2	13	1	3	2	13	13	13	11	3	
Metric Owner	O'Neill	O'Neill	O'Neill	Duggan/Warwick	Weeks	O'Neill	O'Neill	O'Neill	O'Neill	O'Neill	

Metric	Explanation
Volunteer Engagement	We had our Teen Service Aquatic Camp this year which accounted for approximately 560 hours which is why we see a large increase this month.

River Center General

Nothing this month.

Special Programs

River Center Aquatic Adventure Summer Camp

Part 2: From July 11th through August 5th, the River Center wrapped up our Summer Camp Season. This month we finished our summer with 16 campers each week, spanning the ages of 6-17. Each week campers explored many of the wonderful and beautiful locations all around the Loxahatchee River including Dubois Park, Blowing Rocks Preserve, Coral Cove Park and the Intracoastal. River Trekkers is designed for children ages 9 and 10 entering 4th and 5th grades. Nature Navigators is designed for children ages 7 and 8 entering 2nd, and 3rd grade. Our Middle School Snorkel Camp is designed for children ages 11-13 entering 6th, 7th and 8th grade. Our Teen Community Service camp is designed for campers ages 14-17 and allows them to earn up to 40 hours of community service. Campers went



kayaking, seine and dip netting, standup paddle boarding, boating, and fishing! Campers kayaked to Fullerton Island and Sawfish Bay, seine and dip netted at Burt Reynolds Park, and took a boat trip to Bird Island in the Central Embayment of the Loxahatchee River. Our teen camp removed invasive exotic plants at Jonathan Dickinson State Park, planted mangroves with MANG Gear at the Lighthouse, did a shoreline cleanup and removed garbage at Blowing Rocks preserve. This year's camp was filled with great campers and wonderful memories, we cannot wait until next year.

4th of July Family Fun week [July 5th through July 9th]

To celebrate the 4th of July holiday, the River Center planned a week of family fun! Starting off the week, we hosted 2 Reptiles of the Loxahatchee experiences for guests to learn all about our resident reptiles. We then hosted a science day which consisted of various science experiments and two demonstrations by our scientist Sam. On Thursday, July 7th we hosted a craft day for families after our weekly story time. Friday, we hosted a Kayaking 101 course and we ended the week with a sunset paddle through Pine Glades Natural Area. It was a fun filled week and we were so excited to provide programs for families during the holiday.



Science with Sam [July 1st, 8th, 15th, and 29th]

Throughout the month of July, the River Center hosted 4 Science with Sam Family Fun nights. Each workshop had a different theme: Nature Scavenger Hunt, Bones & Teeth, Mangrove Mania, and Chemical Reactions. These workshops are a great way to encourage hands on learning with the whole family. A big thank you to MANG gear for overseeing a mangrove planting at our Mangrove Mania class.



Blooming in the Garden: Little Ladybugs

On Saturday, July 23rd the River Center conducted our Blooming in the Garden program, designed for children ages 3-6. The theme for this month was “Little Ladybugs” which included a fun story, featuring ladybugs and a garden themed craft. We then moved to our garden for a ladybug hunt and learned why these bugs are so beneficial for our gardens. When it was time to go home, children received seeds to take home to start their own garden!

Intro to Kayaking [Friday, July 29th]

On Friday, July 29th the River Center lead a group of 6 participants around Burt Reynolds Park teaching the basics of kayaking. This workshop is an introductory course on the basics of kayaking. Participants learned about paddling safety, various equipment, and what to do before you go. Once on the water, guests got firsthand experience testing their strokes and paddling around the park.

Volunteer of the Month



Toussaint Joseph is our July 2022 volunteer of the month! Toussaint (Touey), pictured above with some of our campers, has been a tremendous help this summer as he worked in the River Center and as a counselor for our summer camp. He is knowledgeable of local fish species and regularly shares his fun facts with our guests. Touey always has a great attitude and never shies away from the more challenging tasks we have at the River Center. We are so thankful to have Touey on

our team as a volunteer!

Upcoming River Center Events

RSVP at www.lrdrivercenter.org/events-calendar
rivercenter@lrcd.org or 561-743-7123

Every Thursday, 9:30 a.m. – 10 a.m. – Story time: Join the River Center for Story Time. Families are welcome as we read stories and have an animal encounter.

August 13, 10 – 11:30 a.m.: Blooming in the Garden: Join the River Center for our Blooming in the Garden program, designed for children ages 3-6. The program will start at 10:00am at the River Center Fire Pit with a story time and a garden themed craft. We will then move to our garden for a garden themed

hands-on activity. When it is time to go home, children will receive seeds to take home to start their own garden! So do not miss this exciting opportunity for your little ones to enjoy nature!

August 20, 8:00 a.m. – 4:00 p.m.: The River Center continues to collaborate with the US Coast Guard Auxiliary “Flotilla 52” to provide a series of Boating Safety Classes targeted specifically to young boaters in our community. These classes are provided through a generous sponsorship by the AustinBlu Foundation, a not-for-profit dedicated to raising awareness and promoting educational programs to improve boater safety. There is no cost for this class, however there is a deposit required to reserve a seat. The deposit of \$10 will be refunded in full to all students who complete the class. Recommended for children 12 years and up, but all ages are welcome.



LOXAHATCHEE RIVER DISTRICT

2500 JUPITER PARK DRIVE, JUPITER, FLORIDA 33458

TEL: (561) 747-5700

FAX: (561) 747-9929

D. Albrey Arrington, Ph.D. EXECUTIVE DIRECTOR

loxahatcheeriver.org

MEMORANDUM

To: D. Albrey Arrington, Ph.D., Executive Director
From: Ed Horchar Safety Officer
Date: August 10, 2022
Subject: District Safety Report for July 2022

Safety Metrics: July 2022

OSHA recordable injuries: Zero

Lost time injuries: Zero

Actual TRIR: 1.3 [Goal < 2.2]

TRIR = Total Recordable Incident Rate

Safety is a Core Value at LRD – Our

conduct is shaped by a personal commitment to protect the health and safety of ourselves and our colleagues. Safety is driven through education, training, planning, protective equipment, and individual accountability.

OSHA Recordable Incidents/MVA's:

The LRD has now experienced zero OSHA Recordable Injuries for eight consecutive months. With one recordable injury in the last 12 months, we have sustained a Total Recordable Incident Rate (TRIR) of 1.3, below our goal of 2.2 and a rate shared as the lowest in recent history. This is a job well done as the District has now matched the best ever performance (recent history) for consecutive months with no recordable injuries. The District will need to work injury free for an additional four months to reach a rate of zero.

The District did experience one Motor Vehicle Accident (MVA) in July. A loader inadvertently contacted the exterior of the Maintenance Barn resulting in minor damage and no injuries. With a total of three MVAs in the last 12-month period, the MVA incident rate is at 3.4. Above the LRD MVA goal of 2.2.

Sustainment:

Job Hazard Assessment (JHA) activity volume eased slightly in July compared to established highs from April through June. The District experienced another impressive volume, but a decrease of 82 for a July total of 658 completed JHA's. The following is a comparison of July JHA's performed per employee in each participating department:

Reuse:	27 JHA / employee	Construction:	8 JHA / employee
Operations:	26 JHA / employee	Inspection:	1 JHA / employee
Collections:	17 JHA / employee	Wild Pine Lab	1 JHA / employee
Maintenance:	16 JHA / employee		

James D. Snyder
CHAIRMAN

Gordon M. Boggie
BOARD MEMBER

Stephen B. Rockoff
BOARD MEMBER

Dr. Matt H. Rostock
BOARD MEMBER

A shout-out to the Maintenance Department, as output activity picked up in July by an increase of 5 JHAs per employee. Operations once again sustained their high level. Although Reuse, Collections and Construction production was high in July, output per employee dropped off a bit. Some of this is due to employees switching roles and getting acclimated to the new environment. We should see improvement as employees better understand new roles. The District continues to have a solid and stable JHA focus which must continue moving forward. While sustaining this mindset, we continue to improve the overall safety performance with a zero-incident rate steadily approaching in the near future.

Near Miss reporting levelled out to five submittals in July. Let us keep in mind reporting safety issues in the Near Miss Reporting system can also include Unsafe or Unhealthy Conditions, Environmental Pollution Potential, and Suggestions for Safety Process Improvement. This is a continuous improvement process that will improve safety at the District. Your input is important, and each employee is encouraged to participate in this program.

Training:

A 3M Fall Protection representative trained select District employees on Fall Arrest awareness on July 12th. The training emphasized the benefits of fall arrest equipment, proper fit, inspection and use of the harnesses, and demonstration of how the use of a self-retracting lifelines (SRL) reduce the forces on the body in the event of a fall. The confined space rescue equipment the District uses was utilized to demonstrate proper inspection and use and included the SRL's, the tripod retrieval system, and the davit retrieval system (AKA "the green monster"). Afterward, Safety & Boot Company performed the required annual inspection on all confined space retrieval devices the District uses. Each inspection was documented and recorded. Some minor repairs were made on site, others required to be sent to the manufacture for repair.



Pictured at left: Tommy Cox, is critiqued as he demonstrates the proper technique to wear a fall arrest harness. At right: District employees observe Edward Ordialse, the 3M representative, as he demonstrates proper use and inspection of confined space rescue equipment.



The emphasis on classroom and computer-based safety training continued in July. Two new hires completed mandatory regulatory, and policy driven onboarding safety training. The District realized a 99% completion rate for all safety training tracked in July, above the District goal of 95%. The focus in July was Personal Protective Equipment, Office Ergonomics and General

Office Safety. As the computer-based safety training continues to be deployed, employees are asked to be aware of initial training notifications from “platform@targetsolutions”. If employees are overdue, a computer-based training reminder will be sent.

Workplace inspections dropped off from 12 to 9 in July. District jobs that were observed included cleaning (jetting) District-owned gravity sewer pipes on 7th street, LS 161 6-inch check valve removal and replacement, Master Lift Station crane installation, replacing the south injection well bar screen at the injection well pad, and various grease trap inspections with Deveyand Dave.

A total team effort was realized during the south injection well bar screen replacement. Maintenance, Construction and Operations were all critically involved in this complicated task. A confined space entry needed to be made in two openings, utilizing two rescue davits. This double entry is unique. Construction utilized the Vac-Con to keep the water level low and supported the confined space entry. Nathan Jarvis and Dan Winters of Operations supported the activity by operating the diesel sump pump to initially drain the screen structure and help maintain a dry environment. Coordination was essential to the success of this task. Along with the confined space entry, lock out tag out was flawlessly performed as was the utilization of a mobile crane to remove the old screen and replace with a new screen.



Pictured at left: Anthony Nicoletto updates the confined space permit in space #1 as Ross Cowell and Tommy Cox monitor John Smith (entrant not pictured) while John performs the required work to remove the used rack. Robbie Spires, back right of photo, operates the Vac-Con vacuum system to keep the water level as low as possible.



Pictured at left: John Smith in space #2 configures the lifting sling on the old rack in preparation for removal. Ross Cowell, Confined Space Attendant, and Robbie Spires support John. At right: Ross Cowell signals crane operator to raise load while Anthony Nicoletto supervises the task.



District employees continue to benefit from a safe work environment as evident by the successful confined space entry above, and eight consecutive months of injury-free work. The JHA and training programs are benefiting District employees as the District aims to achieve 12 months of injury free work. Please reach out to me and let me help you achieve your safety goals.



LOXAHATCHEE RIVER DISTRICT

2500 JUPITER PARK DRIVE, JUPITER, FLORIDA 33458

TEL: (561) 747-5700

FAX: (561) 747-9929

D. Albrey Arrington, Ph.D. EXECUTIVE DIRECTOR

loxahatcheeriver.org

MEMORANDUM

TO: Governing Board
FROM: Administration Staff
DATE: August 12, 2022
SUBJECT: Consultant Payments

The following amounts have been reviewed and approved for payment to our consultants for work performed during the prior month.

Consultant	Prior Month	Fiscal YTD
Shenkman	\$ 4,000.00	\$ 79,660.00
Baxter & Woodman	\$ 8,559.43	\$ 74,036.36
Carollo	—	\$ 113,701.16
Chen Moore	\$ 20,510.71	\$ 116,640.83
Holtz	\$ 31,631.65	\$ 265,518.48
KCI	\$ 13,675.40	\$ 92,415.60
Mock, Roos & Associates	\$ 10,659.75	\$ 78,491.25

Should you have any questions regarding these items, please contact Kara Fraraccio concerning the attorney's invoice, and Kris Dean concerning the engineers' invoices.

James D. Snyder
CHAIRMAN

Gordon M. Boggie
BOARD MEMBER

Stephen B. Rockoff
BOARD MEMBER

Dr. Matt H. Rostock
BOARD MEMBER



Future Business

General:

- FY2023 Budget
- Chapter 31-5 Rulemaking Proceeding
- Board Presentation of select Six Sigma green belt projects
- Renewal of Health Insurance
- Manual of Minimum Construction Standards and Technical Specifications – Update

Future Contracts:

- Construction contract for BLM Site Plan and House Renovations
- Biosolids Process Evaluation – Professional Engineering Services Contract
- Greenhouse Gas Initiatives - Professional Engineering Services Contract
- Lift Station Control Panel Replacements –Engineering Contract